

Board of Library Trustees - Meeting Agenda

January 9th, 2018

1:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

- Vote to approve:
 - Dec 2017 Meeting Minutes
 - November 2017 Meeting Minutes
- Vote to approve Job Descriptions reviewed during 1/2/18 Executive meeting of the Trustees
- Staff / Volunteer name tags are in place
- Reached out to Ludlow Community TV on 1/29/17 to:
 - coordinate broadcast of library events / meetings
 - First event is Selectmen's meeting on 2/6/18
 - Learn about appropriate technology purchases for planned Adult Digital Media Lab / LSTA based YA Digital Media Lab
 - Need to discuss with Mike Hill, Manager at LCTV opportunity to create a video tour of the library
- Began authorizing vacation using approved form
- The library is hosting a Directors' Area Roundtable on 1/25/18
- Patrick is performing outreach at the Keystone Commons Senior Center on 1/25/18
- Patrick signed up for grant writing workshop on 2/18/18 from MBLC in preparation for the next part of the LSTA grant
- Springfield Partners for Community Action are performing Financial Literacy outreach at the library on 2/18/18
- I cut back on Reference print standing orders saving \$1,561.94 - money to be used for circulating collections
- The library has acquired three new folding tables for use in the meeting rooms / other library spaces
- The Reference Collection is being weeded / consolidated in preparation for the planned Adult Digital Media Lab
 - Acquired two new round tables for use in the Reference Room
- Assess procedures in case manager level staff are absent for an extended period of time
- Staff goals starting January

Correspondence

- Completed year-end report for the library

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Executive Session

Discussion: Open

The February 2018 meeting date/time has yet to be determined.

***Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**