

HUBBARD MEMORIAL LIBRARY

Board of Library Trustees

January 9, 2018

Attendees: Chris Davis, Bob Mishol, Patrick McGowan and Elaine Karalekas

Meeting called to order at 1 p.m.

1. Voted to approve the December 2017 meeting with a change in date.
2. Voted to approve job descriptions of the 1/2/18 Executive meeting of the trustees with clearer language, by Bob and Elaine.
3. The staff and volunteer name tags were seen.
4. Patrick reached out to the Ludlow Community TV on 12/29/17 to coordinate the broadcast of the library events/meetings, (the first event will be the Selectmen's meeting on 2/6/18), Learn about appropriate technology purchases for planned Adult Digital Media Lab/LSTA based YA Digital Media Lab, and the need to discuss with Mike Hill, Manager at LCTV the opportunity to create a video tour of the library.
5. The approved vacation forms are being used.
6. The library is hosting a Directors' Area Roundtable on 1/25/18.
7. Patrick is performing outreach at Keystone Commons on 1/25/18.
8. Patrick signed up for the grant writing workshop on 2/18/18 from MBLC in preparation for the next part of the LSTA grant.
9. Springfield Partners for Community Action are performing Financial Literacy outreach at the library on 2/18/18.
10. Patrick cut back on Reference print standing orders, saving \$1,561.94. Instead of the under used print the money will be used for circulating collections.
11. The library has acquired three new folding tables for use in the meeting rooms and other library spaces.
12. The Reference Collection is being weeded/consolidated in preparation for the planned Adult Digital Media Lab and 2 new round tables were acquired for use in the Reference Room. Gary, IT, will get us two computers.
13. Staff goals were started in January 2018.

Discussion

Minutes of November 2, 2017 were approved with changes in #2, #4 A draft of the new service brochure prepared by Melissa was presented, and #10 new shelving for the Children's Room will be set up in the future.

Bob and Chris motioned to end the meeting at 2:30. The next meeting will be on 2/8/18 at 1 p.m.

Respectfully submitted by
Elaine M. Karalekas

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