

Hubbard Memorial Library
Board of Library Trustees
Minutes—February 8, 2018

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TOWN OF LUDLOW

Attendees: Chris Davis, Robert Mishol, Patrick McGowan

Meeting called to order at 1:00 P.M.

Minutes of the January 8, 2018 meeting were approved as amended.

Director's Report

New business

- The elevator inspection will be tomorrow, 2/9.
- The bill for this and the HVAC bills will be paid by the Town.
- Two Staff Goals have been completed.
- The Newsletter will be changing from a quarterly basis to monthly starting in April.
- The Staff is developing a Facebook posting schedule, which will be incorporated into a forthcoming marketing plan.
- Pat attended a Legislative Breakfast on 2/2 in Chicopee with Senators Jim Welch, Eric Lesser, and Donald Humason.
- A budget meeting is scheduled with the Finance Committee on February 28th—6:30.
- Pat submitted information for a third party payroll audit, because of past practices. Pat developed a new timesheet form, which was then approved by the Trustees.
- Pat attended a LSTA grant writing workshop. He will prepare a grant application, focusing on teens and preteens. This is due 2/28.
- Year-end Statistics for 2017 were made available to the Trustees.
- Pat attended a Department Head meeting with the town regarding the upcoming budget process. This year, a draft budget will be given to him as part of Stage 1 of the budget process.
- The subscription for Value Line was cancelled because it was under-utilized.
- Pat did outreach to Keystone Commons, and will try to coordinate a computer class to coincide with one of their bus trips into town.
- Gareth Mannion has offered to volunteer in support of the Adult/YA digital media lab projects.
- Pat reached out to Human Resources to coordinate staff training with Mass Interlocal Insurance Association. This would be part of a staff training day including in house presentations of social media, computer instruction, and MIIA Customer Service Training.
- Pat submitted Capital Projects Request form for HVAC replacement to Ellie Villano, Town Administrator.
- Adult Digital Media Lab preparations: Received two new Nikon 16 MP 40X zoom digital cameras / two new copies of Adobe Photoshop Elements & Elements Premiere software.
- Submitted request for two graphics enabled desktops to support the Adult Digital Media Lab.
- The Friends of the Library is paying for the passes for the Children's Museum in Holyoke.
- Pat submitted a recommended FY 19 budget as an initial step in the budget process.

Old Business

- Pat needs to follow up with the Finance Committee regarding the parking lot.
- Also needs to follow up with Parks and Recreation regarding the removal of the three dead pine trees, once the weather gets better.
- Pat held a Library Director Roundtable with: 12 fellow library directors, Tim Spindler, Executive Director of CW MARS, and Jeanette Lundgren, Library Application Manager of CW MARS.
- The process of adding new shelving and re-configuring YA and staff work areas in the Children's Department is complete as of 2/1/18.

The meeting adjourned at 3:15 P.M.

The next meeting is scheduled for March 6 at 1 P.M.

Respectfully submitted,

Robert Mishol

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