

Board of Library Trustees - Meeting Agenda

March 13, 2018

1:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on February Hubbard Memorial Library Board of Trustees meeting minutes
- Created new Reference Technology Librarian job description
- Began coordinated Facebook posting with a staff member assigned to one day per week
- Contacted DPW to remove hanging branch over parking lot – done 3/2/18
- Signed elevator service quote required to fix alarm bell which failed state inspection
 - Contacted Bay State elevator re: change to service call – elevator down button on main floor doesn't work
- Took pictures of leaking hot water pump - called Grodsky to confirm they would handle this matter – 3/5
- Will be completing staff goals for July, Amy, and Marcelo
- Signed MOU for Springfield Partners for Community Action for Financial Literacy Program
- Continued updating computer class content – Excel II
- Display case needs to be fixed – I reached out to Joe Molè to schedule the repair
- Received new Children's play carpet in damaged condition requested replacement received replacement
 - Company asked that we hold the old carpet for six weeks to allow for vendor to arrange to pick up
- Chris and I met with Finance Committee re: FY 19 budget requested expense increase for Building Repair and Maintenance, Materials, and CW MARS subscription cost adjustment

Old Business

- Received and suggested changes for job descriptions from Human resources re: modified language
- Completed draft LSTA grant submission
 - Received feedback from MBLC and modified language
- Reminded DPW of request to remove three dead pine trees

- Reached out to Gary from IT Dept. re: status of requested desktops – should be ordered in a week or so – 2/28
- Need to talk to town re: status of parking lot addition

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Correspondence

Updated job descriptions
New Reference / Technology Librarian job description
MOU for Springfield Partners for Community Action
Computer class evaluation reporting
Screen print of July's Facebook marketing numbers
New England Fire & Security 2018 Fire Equipment Inspection Report

Executive Session

Discussion: Open

The January 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.**