

Board of Library Trustees - Meeting Agenda

April 5th, 2018

1:00 PM

Hubbard Memorial Library TOWN OF LUDLOW

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Appointments

Director's Report

New Business

- Started work on Facilities Plan
- Grodsky performed work on heating pump – replaced motor and fixed seal – will be over \$1,000
 - Took pictures of leaking hot water pump - called Grodsky to confirm they would handle this matter – 3/5
- Purchased a new microwave
- Purchased an new PA system
- Purchased two drawing tablets for the digital media lab
- Worked with Marcelo to shift the graphic novel collection from the basement to the main floor
- Completed Marcelo's staff goals
- Had a discussion with Employers Association of the Northeast for staff building / customer service training
 - A quote is being sent to me for a workshop to take place at the end of April
- 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
 - Repaired – elevator passed inspection – see below correspondence
- Will be completing staff goals for July and Amy
- 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
 - July is going to donate the old carpet to a local pre-school
- 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
- Chris, Bob and I met with the Capital Improvement Committee
 - I will obtain updated estimates reflecting the entire scope of work for the HVAC replacement

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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 – items have been received and are being configured
- Need to talk to town re: status of parking lot addition - will most likely happen next FY

Correspondence

Updated job descriptions
New Reference / Technology Librarian job description
State Aid award Letter
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
Equipment Loan Agreement
Special Collections Loan Policy
Special Loan Agreement

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.**

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