

Hubbard Memorial Library

Board of Library Trustees  
Minutes-April 5, 2018

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TOWN CLERK'S OFFICE  
2018 APR 19 A 10:25  
TOWN OF LUDLOW

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

#### Meeting

Started at 1:05 with the reorganization of the trustees, the same slate which is Chris Davis- Chairman, Bob Mishol-Vice Chairman and Elaine Karalekas-secretary  
Minutes for the 2/18/meeting were approved.

#### DIRECTOR'S REPORT

1. Work on the Facilities plan was started.
2. Looking at bids to fix the water pump, and seal. Grodskys bid is over \$21,000.
3. Grodsky said they would handle the leaking water pump.
4. Purchase of a new microwave under \$200.
5. Purchased a new PA system-\$147.00
6. Purchase of two drawing tablets, for the digital media lab which the IT dept. will connect to computers at \$99. Each
7. Pat and Marcello shifted the graphic collection from the basement, highlighting it, to the digital media lab on the main floor.
8. Saw Marcellos staff goals which were completed. He may be able to do photo and video editing and teach 2 classes.
9. Discussion with Employee Association of the Northwest for staff building and customer training which could be over \$2000. For the workshop. A quote is on the way.
10. New Reference Technology Librarian job description was created.
11. Each staff member will be assigned one day each week to post on Facebook.
12. DPW removed a hanging branch on 3/2/18.
13. Down button on the elevator has been repaired.
14. Bay State Elevator passed inspection, the fire alarm certificate is in.
15. Staff goals for July and Amy will be completed.
16. MOU for Springfield Partners for Community Action for Financial Literacy Program was signed.
17. Updated computer class contend for Excel 11
18. Joe Mole will add racks and sliding rails to the display case.
19. New Children's Room play carpet arrived damaged. The replacement was received. If the company has not it picked up within 6 weeks, July will donate it.
20. Elaine suggested that a picture be taken of the Fireman spouses group with the carpet and put in the Register. They donated it.
21. Chris and Pat meet with the Finance Committee for the FY19 budget, requesting a cost adjustment for the Building Maintenance, Materials and CW Mars subscription.
22. Pat, Chris and Bob meet with the Capitol Improvement Committee.
23. Pat will obtain estimates for the HVAC replacement. Could be about \$27,000. The roof can support a new unit not over 15 tons.

Old Business

Human Resources modified language for job descriptions.

Submission of the completed LSTA grant

DPW was reminded to remove the three dead pine trees.

Gary, IT dept, ordered and delivered the desktops which have been configured.

Pat will talk with the town about the status of the parking lot.

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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 Inspection Report

Special Loan Agreement viewed with guide

Equipment Loan Agreement-ex. Camcorders, tripods, cameras

Special collections Loan Policy

Motion to end the meeting by Bob and Chris at 2:25

Respectfully submitted by

Elaine M Karaleas