

Hubbard Memorial Library
Trustees Meeting
6/5/18

RECEIVED
TOWN CLERK'S OFFICE

Meeting started at 1:05 with Chris, Pat and Elaine in attendance. Bob arrived a few minutes later.

2018 APR 19 AM 10:26
TOWN OF LUDLOW

New Business:

1. 1/2 day staff development with Group Restoration completed. Cost \$1400.
2. Staff goals for all except for July are completed. Hers may be delayed a bit because of the Summer Reading Program.
3. Melissa suggested that the maintenance of the museum passes be given to the Friends, and she will talk to them. All agreed it's a good plan.
4. Two vendors have submitted estimates for repair of piping in the boiler room.
5. Travelers Insurance Company inspected the boiler and pipes on 6/4 and gave an o.k.
6. Chris, Bob and Pat have a meeting with the Finance Committee for the transfer of reserve funds, into Personnel Services to cover the unused days, for Judy Kelly.

Meeting stopped at 1:25 until 1:35 for the Executive Session.

7. Pat will assign a budget for staff involved with collection development and programming to start on 7/1/18. for the internal use to include programming and collection development starting on 7/1/18. This is based on \$77,000. Staff with a budget will be responsible for monitoring the budget and reporting in the monthly report.
8. The Trustees offered and the Director accepted the three year contract to 2021.
9. Gary from IT will be adding security cameras to the outside of the building.
10. The library has acquired new databases:
 - a. Transparent Language \$00
 - b. Acorn T.V. (British Mystery Series) & Quello (live music concert video) \$250
 - c. Universal Class (five hundred CEU classes) \$750.
 - d. Law Depot-DIY Legal documents \$1275.

Total for all above is \$3225.00

11. Pat worked with Melissa to schedule computer classes for June and July which will incorporate Photo/video editing classes. Pat is developing the video classes.
12. LSTA grant notification will be received the week of July 15th. The grant, if approved will start in October and run for one year. It would support the acquisition of a variety of technology and learning tools geared toward the Pre-teen and young Adult audiences. Possibly an intern could help.
13. Patrick will begin to complete the stats for the first six months of FY18.
14. ARIS is starting in July. ARIS Part II – Financial Reporting, is in October

OLD BUSINESS

1. DPW has marked the pine trees that need to be removed.
2. Pat will meet with the town in the summer to help implement the parking lot addition.

RECEIVED
TOWN CLERK'S OFFICE
2019 APR 19 A 10:26
TOWN OF LUDLOW

CORRESPONDENCE:

Library materials expenditures for FY 18.

Next meeting will be after the first Tuesday in Sept.

Bob and Elaine motioned to end the meeting at 2:50.

Respectfully submitted by,

Elaine M. Karalekas