

Board of Library Trustees - Meeting Agenda

September 6th, 2018

3:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on June Hubbard Memorial Library Board of Trustees meeting minutes
- The staff is in the process of reviewing new potential e-resources / databases:
 - Digital Literacy – trial subscription obtained
- The library was awarded the LSTA IdeaLab grant in the amount of \$15,000.00
 - A meeting with MBLC Grant Specialist Lyndsay Forbes is scheduled for 9/6 – July Siebecker and Samantha Hoffman will be in attendance
 - Confirmed with IT the request for two new media PCs for the YA area (part of the matching funds)
 - Will confirm with Friends of the Hubbard library their matching fund contribution
- ARIS I has been completed
- ARIS II will be finalized in early September – due 10/7
- Scheduled a meeting with Ludlow Area Adult Learning Center to develop an ESL conversation group at the library
- Executed three year contract for Director's position
- Boiler inspection passed – certificate has been posted
- Local 566 Union three year contract is being drawn up by the town
- Alternating staff development and staff meetings are taking place monthly
- The Video Editing I class has been developed
 - We currently offer: Intro to Digital Photography, Photo Editing I, Video Editing I for digital media lab instruction

Old Business

- HVAC bid – in process with the town
- Parking addition lot should be take place this coming FY 20
- Complete review of proposed circulation policy
- Shelving has been obtained for the lower level

Correspondence

ARIS I reporting

Executive Session

Discussion: Open

The October 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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