

Board of Library Trustees - Meeting Agenda

October 9th, 2018

1:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on September Hubbard Memorial Library Board of Trustees meeting minutes
- Ludlow Dementia Friendly initiative
 - The library is hosting a meeting of the Ludlow Dementia Initiative Committee on Oct. 9th
 - The library is hosting a public educational program, *Know the Ten Signs* on October 25th
- Re-started discussion with Ludlow Area Adult Learning Center to coordinate services
 - Will be meeting to plan for a ESL conversation group
 - LAALC teaching staff is stopping by the library on Oct. 10th for an overview of library resources / databases
- Joan Robb will be joining staff on a part-time temporary basis
- Review / vote on proposed changes to the library Collection Development policy
- I have purchased some new graphic signage to help promote the collection
- Discussion of Facilities Plan preliminary draft
- The carpeting in the library is scheduled to be professionally cleaned on 10/20
 - Going forward, the carpeting will be cleaned twice a year for first and second floor with additional cleaning as necessary
 - The cost of the bi-annual cleaning is \$525.00
- Preliminary discussions with the town and C/W Mars to remove the network component from the annual C/W Mars membership fee, reducing the annual cost
 - The library would fully transition to the town network which is 30 times faster than the one provided by C/W Mars.
 - Better support
 - Less complicated network infrastructure
 - No cost for town's existing network
- Wireless printing service has been purchased through C/W Mars in the amount of \$750.00
 - A meeting has been scheduled to implement wireless printing on 10/11

- The second reporting component required to qualify for state aid from the Massachusetts Board of Library Commissioners, ARIS II, has been completed
- MBLC LSTA Grant
 - Grant monies will be available in mid-October. Planning for programming, technology purchases, and coordination with the town IT Department is underway.

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Old Business

- HVAC bid – in process with the town

Correspondence

- Draft of modified Collection development policy language with addition of challenged material section and *Request for Reconsideration of Library Materials* form
- Preliminary draft of Facilities Plan
- MBLC Trustee Pocket Guide

Executive Session

Discussion: Open

The November 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.**