

Board of Library Trustees - Meeting Agenda

November 1st, 2018

1:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on October Hubbard Memorial Library Board of Trustees meeting minutes
- Senior Abatement reporting will be completed the first week of November
- Ludlow Dementia Friendly initiative
 - The library is hosting a public educational program, *Effective Communication Strategies* on December 18th
- ESL Conversation group planning is underway
 - Discussion is underway to develop an ESL conversation group
 - Friday late mornings / early afternoons have been identified as a good timeslot
 - Laura Dintino has been assigned as the point person from the Ludlow Area Adult Learning Center who will oversee volunteers providing this service
- LAALC ESL classes have been stopping by the library to use resources / databases
- MBLC LSTA Grant
 - Purchase of furniture and some of the technology has taken place
 - Coordinating with July to obtain items for the tech petting zoo
- The carpeting in the library has been cleaned
- The new wireless printing service is up and running
- Melissa and Amy have attended "How Can I Help You?" Customer Service Basics and Beyond offered by the Massachusetts Library System

Old Business

- HVAC bid – in process with the town

Correspondence

- Massachusetts Political Almanac notice of discontinuation of print editions (part of the ongoing trend away from print material for Reference)

Executive Session

Discussion: Open

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The December 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.**