

Board of Library Trustees - Meeting Agenda

December 4th, 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 has been completed
- Attended CW MARS user council meeting in Athol MA on 11/27
- Submitted proposed FY 20 budget recommendations to the town on 11/28
- I signed up to be a member of the MBLC Planning and Construction listserv
- MBLC Strategic Plan Action Plan FY 20 has been submitted
- The library will save \$904.00 in network fees by transferring to the town network which is thirty times faster (10 Mbs vs. 300 Mbs.)
- 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
 - The start date should be in January
 - 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
- The library was notified of the part one of the state aid award in the amount of \$15,117.98 from the Mass. Board of Library Commissioners.
- MBLC LSTA Grant
 - All of the furniture and a sample of select technologies has been purchased
 - The majority of the furniture has been set up
 - Dennis from IT configured the computers
 - The Tech Petting Zoos have been completed. July is in the process of compiling feedback
 - Program planning is underway
 - An opening event will be scheduled for January with TV coverage

Old Business

- HVAC bid – due to take place in the Spring
- Parking lot addition should take place in the Summer

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Correspondence

- ✓ MBLC State Aid award letter and certificate
- ✓ MBLC changes to 2021 State Aid awards policies for FY 21
- ✓ MBLC State Aid for Public Libraries: A Guide for Municipal Officials
- ✓ C/W MARS letter and document showing the value of service received through C/W MARS membership

Executive Session

Discussion: Open

The January 2019 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.**