

HUBBARD MEMORIAL LIBRARY

Board of Library Trustees

January 4, 2019

Attendees: Chris Davis, Bob Mishol, Patrick McGowan and Elaine Karalekas
Meeting called to order at 1:30 p.m.

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TOWN OF LUDLOW

DIRECTOR'S REPORT

1) Voted to approve the December 2018 meeting.

Grant Implementation:

- 2) All of the furniture originally outlined in the grant application has been acquired.
- 3) The staff came up with the idea of purchasing a display case to assist in the marketing and promotion of our new tech. The location will be in the Youth Services room adjacent to the staircase entrance. Pat researched an appropriate display case which is made of tempered glass which carries a minimal risk of injury should it be broken. He purchased a case for \$1498.00. It will arrive on 1/8/19.
- 4) A significant amount of technology has arrived and is in the process of being cataloged for circulation.
- 5) A review and vote on the modified PT Library Aide position took place with some input from July. Bob moved to approve the change from L3 at \$24.20/hr. to L2 at \$18.23/hr. All approved.
 - a) The modified position request will go to the town selectmen on 1/8/19
- 6) Patrick has coordinated with RICOH to have the service, supplies and maintenance covered under a contract going forward.
 - a) A preliminary inspection of the copier has taken place.
 - b) A single bill for copier service was \$784.00-the new contract will save the library significant funds.
- 7) Pat has asked Amy to update the Library News section on the website monthly. Pat talked about no invoice from the Springfield newspapers.
- 8) Patrick reached out to the new Activities Director at the Ludlow Senior Center, Kristen Burgess, to coordinate library services and promote resources the library can provide to that population: Computer classes, ongoing Story Groups, Large print collections, New circulating technology.
- 9) The new ESL Conversation Group will be starting later in January. Laura Dintino will coordinate the program on Friday afternoons.
- 10) The Adult Services staff, Melissa, Amy and Amanda have consolidated and color coded the DVD/Blue Ray, non-fiction and foreign film collection to improve accessibility.

OLD BUSINESS:

1. Patrick has requested that the IT department obtain two media PCs for the grant
2. HVAC bid is due to take place in the Spring.
3. The parking lot addition should take place in the summer.

CORRESPONDENCE:

1. Job description: PT Library Assistant 1.3, 1.3A, 1.5 reviewed.
2. Reclassification letter of explanation for the selectmen.

This is Elaine M. Karalekas' last meeting as she will not run for re-election as a Trustee in the March 2019 election. She was thanked for her 12 years of service. She will continue to be a volunteer at the library.

The next meeting will be on Tuesday, February 5, 2019.

Respectfully submitted by

Elaine M. Karalekas

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