

Board of Library Trustees - Meeting Agenda

February 5th, 2019

1:30 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on January Hubbard Memorial Library Board of Trustees meeting minutes
- July Siebecker has been awarded an American Library Association Larry Romans Mentorship Award.
 - The Larry Romans Mentorship Award is given to recognize librarians who, through their sustained mentoring efforts, have made a difference in our profession.
- Grant Implementation:
 - all of the furniture originally outlined in the grant application has been acquired
 - The new display case has been set up and new circulating technology is flying off of the shelves
 - I purchased a second round of technology in support of the grant including two computer carts and Adobe Photoshop Elements / Elements Premiere (photo / Video) software
 - The IT department has purchased and configured two media PCs for use on these mobile carts – they have been installed
- Completed staff mini training with Melissa and Amy on the use of media PCs and Adobe Photoshop
 - Additional sessions with staff will follow
- Had staff complete Phishing quiz
- I completed the *Fundamentals of Library Advocacy* webinar
- We have been assigned eleven Abatement Program volunteers who will be starting after 2/1/19
- Met with representatives from T Mobile to obtain WiFi hotspots for circulation
- The first ESL Conversation Group in coordination with the Ludlow Area Adult Learning Center is scheduled for 2/1/19
- I met with the Dementia Friendly committee to plan for upcoming events
 - The library is hosting a staff / public training session on March 7th
 - I invited / advised the: Police, Fire and Senior Center departments, and Ellie Villano, Town Administrator

- The Part-time Library Assistant position has been posted and several qualified applications have been received
- Proposed modification to the following policies:
 - Youth Services Department – unattended adults
 - Wireless Network Access
- I purchased a new sump pump to replace the broken one in the Boiler Room causing some minor flooding
- Met with a T-Mobile Representative to acquire wireless mobile hotspots. Two options are available:
 - 4G
 - Tablet – minimum of 10 at \$20 per month usage fee
 - Single hotspot device – minimum of 5 with a \$31 per month usage fee
 - I would recommend the tablet option
 - Easier “all in one” check out
 - Both have a 30’ range
 - Both can host 10 additional users, but the tablet already has functionality as part of the device so you can have 11 concurrent users
 - Additional tablet / Chromebooks / laptops have been purchased for circulation, in-house use
- I have started to weed non-fiction portions of the collection
- Melissa has started to weed Fiction portions of the collection

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Old Business

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

Correspondence

Proposed changes to Wireless Network Access policy

Unattended Adult policy

Adult / Youth Services Programming evaluation reporting – six month

Executive Session

Discussion: Open

The March 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.**