

Hubbard Memorial Library
Board of Library Trustees
Minutes, February 5, 2019

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TOWN OF LUDLOW

Attendees: Chris Davis, Robert Mishol, Patrick McGowan
Meeting called to order at 1:00 P.M.
Minutes of the January 4, 2019 meeting were approved.

Director's Report

New business

July Siebecker has been awarded an American Library Association Larry Romans Mentorship Award.

This 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 has been flying off of the shelves.

Pat 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.

Pat completed mini training with Melissa and Amy on the use of the media PCs and Adobe Photoshop.

Additional sessions with staff will follow.

Pat had the staff complete Phishing quiz.

Pat completed the Fundamentals of Library Advocacy webinar

The Library has been assigned eleven Abatement Program volunteers, one of whom is a "handyman".

There was a problem with a slate falling off the roof. Pat has contacted a company to do the repair, and inspect the roof.

Pat met with representatives from T Mobile to obtain WiFi hotspots for circulation. There are two options available. He will make a decision after reviewing their contract proposal.

The first ESL Conversation Group in coordination with the Ludlow Area Adult Learning Center was held on 2/1. There were 7 people in attendance.

The Part-time Library Assistant position was posted and several qualified candidates have applied.

They will be interviewed by July, Patrick, and Carrie Ribeiro.

Pat met with the Dementia Friendly committee to plan for upcoming events.

The Library is hosting a staff/public training session on March 7.

Pat has invited/advised the: Police, Fire and Senior Center departments, and Ellie Villano, Town Administrator.

A new Policy was presented to address the issue of unattended adults in the Youth Services area.

After review by the Board, this will be voted on at the next meeting.

Pat also presented suggested updates to our Wireless Network Access Policy.

After review by the Board, this will also be voted on at the next meeting.

Pat purchased a new sump pump to replace the broken one in the boiler room which caused

minor flooding.

Melissa has started to weed fiction portions of the collection, and Pat has started to weed the non-fiction portions

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HVAC bid—due to take place in the spring

Parking lot addition should take place in the spring

New Business

Chair Chris requested Pat to check on the status of the upcoming Finance Committee meetings on Department Budgets. She also requested that he have our Library figures ready soon, so as not to be caught “off guard” with an early request to appear before the Finance Committee.

The Board moved to Executive Session at 2:15

The meeting adjourned at 2:40 P.M.

The next meeting will be March 5, 2019.

Respectfully submitted by

Robert Mishol