

Board of Library Trustees - Meeting Agenda

March 5th, 2019

1:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

New Business

- Review and vote on February Hubbard Memorial Library Board of Trustees meeting minutes
- Reached out to Accounting to clarify the budget process for FY 19 – notification should be received shortly re: department head meetings
- Completed writing letter of support for a new part-time reference position
 - Submitted to Human Resources
 - Complied stats re: staffing and circulation levels among similar sized libraries
- Grant Implementation:
 - Continued work on reporting to MBLC due in April
 - Narrative outline of programming
 - Financial reporting
 - Coordinated with Ludlow community TV to record / broadcast the Vacation Maker Madness program featuring robotics, virtual reality and 3D printing
- The state elevator inspection took place on 2/12/19. The library passed and a certificate has been posted
 - Bay State Elevator has been notified that a grate needs to be added covering a sump pump hole underneath the elevator
- Reached out to the building inspection department to schedule an inspection
- Millville Public Library decertification
- Purchased 2 43" smart TVs / wall mount / 10" digital picture frame for digital signage
 - Created video file showcasing library notices, databases, and programming
- The ESL Conversation group is running well. We are utilizing a Senior Abatement volunteer to complement to volunteers coordinated through Ludlow Area Adult Learning Center
- Olivia Chartrand has accepted the offer for the position of Part-time Library Assistant. Her start date will be 3/1/19.
- The library is hosting a staff / public training session as part of the Dementia Friendly initiative on March 7th

- I invited / advised the: Police, Fire and Senior Center departments, and Ellie Villano, Town Administrator
- Vote on amended language for the following policies:
 - Youth Services Department – unattended adults
 - Wireless Network Access
- I have started to weed non-fiction portions of the collection
- Melissa has started to weed Fiction portions of the collection
- I will be pursuing an alternate vendor for mobile hotspots which will be significantly more affordable than the option available through T-Mobile
- I purchased an LCD projector to provide additional capacity to run simultaneous programming
- The Conference Room now has new energy efficient LED bulbs which are a great improvement over the previous metal halide lighting which had failed
 - The ballast in the ceiling would have had to be replaced costing a significant sum of money.

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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

Special article changes - HVAC

- Board of Selectmen letter notifying of approval of classification and compensation change for the Part Time Library Assistant position

Proposed changes to Wireless Network Access policy

Unattended Adult policy

Executive Session

Discussion: Open

The April 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.**