

Hubbard Memorial Library
Board of Trustees
Minutes, March 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 February 5, 2019 meeting were approved.

Director's Report
New Business

Contacted Accounting to clarify the budget process for FY 19

Prepared letter of support for new PT position

Grant Implementation:

Continued work on report due to MBLC in April.

Narrative outline of programming

Financial reporting

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.

Contacted the building inspection department to schedule an inspection

Discussed the Millville Public Library decertification.

We have a policy which addresses decertified libraries.

Purchased 2 43" smart TVs/wall mount/ 10" digital picture frame for digital signage.

The ESL Conversation group is running well. We are utilizing a Senior Abatement volunteer to complement 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 is 3/1/19

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

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

An updated policy on Wireless Network Access was discussed and approved.

A new policy for Unaccompanied Adults in the Youth Services area was discussed and approved.

Pat has started to weed the non-fiction collection, and Melissa has started on the fiction portion.

Old Business

HVAC bid due to take place in the spring. HVAC replacement is on the Capital Projects list with a figure of \$25,000.

Parking lot addition should take place in the summer—follow up is needed.

Correspondence

Special Article notification

Approval of classification change of Part Time Library Assistant position.

Proposed changes to Wireless Network Access policy

Unaccompanied Adult policy proposal.

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Executive Session

The Board moved to Executive Session at 2:15

The meeting adjourned at 2:45 PM

The next meeting will be April 2, 2019.

Respectfully submitted by

Robert Mishol