

## Board of Library Trustees - Meeting Agenda

April 4<sup>nd</sup>, 2019

4:00 PM

Hubbard Memorial Library

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### Appointments

### Director's Report

### New Business

- Grant Implementation
  - Mid-term reporting is almost complete
  - The Financial components of that reporting are in the correspondence
  - We will be conducting a focus group with the pre-teen and teen age groups to obtain further feedback to be included in Mid-term reporting.
- I attended a meeting of the Senior Dementia initiative and will be working on promoting events with Ludlow Community TV and on the Channel 22 calendar.
- The Library will be receiving a Dementia Friendly sticker to certify that our organization has received the requisite training.
- I received certificate for completion of *Librarian Evolution: Libraries Thrive When We Change* webinar.
- Completed evaluation, in correspondence of the Wi-Fi Hotspot surveys which illustrates the positive perception and potential demand for these and other loaned devices such as: laptops, Chromebooks, cameras, camcorders.
- Held a successful new collaboration with the Ludlow Area Adult Learning Center ESL group. We held a Green Screen class as a precursor to the creation of a "commercial" for the ESL programming.
- IT is working on resolving an issue with our Wi-Fi which has been "down" for over a week.
- Vote on two policies:
  - Security Camera Policy - amended
  - Reference services Policy - new
- I have obtained a quote from a new periodicals vendor, Rivistas, to replace EBSCO. This would result in a saving of \$822.86.
- We have subscribed to two new databases, BookFlix and TrueFlix which are geared toward to Children's audiences. They have been added to our website.
- I have reached out to Fire Equipment, Inc. to modify a quote for equipment inspection to reflect 7/1/19 based a discussion with Ellie Villano, Town Administrator.
  - The town will be assuming the new contract saving the library \$482.00.

## Old Business

- HVAC bid – due to take place in the Spring
- Parking lot addition will not take place this year

## Correspondence

- WiFi Hotspot evaluation
- LSTA Grant financial reporting
- Security Camera Policy
- Reference Services Policy
- Town Notice – Board Payroll / Bills Authorization form
- Town Notice – Board Reorganization

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## Executive Session - postponed

Discussion: Open

The May 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.**