

## Board of Library Trustees - Meeting Agenda

May 6<sup>th</sup>, 2019

4:00 PM

Hubbard Memorial Library

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### Appointments

### Director's Report

### New Business

- Grant Implementation
  - Mid-term reporting has been submitted
  - Lyndsay Forbes, Project Manager & Grants Specialist met with July and me on 4/23 to review the project so far and planning for the rest of the grant period
    - Everything is going well
- I adopted / modified equipment use agreements for tablets / Chromebooks, cameras / camcorders, and robotics to be voted upon
- Adjusted some staff duties to consolidate periodicals processing and website maintenance
- Melissa and I have started weeding of materials in the Fiction and Non-fiction collections
- I placed an order for Wi-Fi hotspots from Techsoup. There is a \$60.00 admin fee for up to five hotspots. The library would be responsible for data fees at the rate of \$10 per month (\$120.00 per year per device)
- Asked if the Friends of the Library could apply for a **Canva** account which would provide free access to this graphic design software
  - Completed a Intro to Canva webinar
- Re-configured Reference area to allow for an additional table
- Will be attending the Zonta fundraising event on May 6<sup>th</sup> to raise funds for the purchase of library books covering current issues affecting women
- Had Grodsky out to the library to address temperature settings. They inspected the current equipment and advised that the coolant in the 15 ton HVAC unit is low causing the machine to "trip" to a safe (non-cooling) setting to prevent damage being caused to the machine due to the low coolant.
  - I have requested a repair quote from Grodsky. The repair costs to address this may be significant. Prior to any action, I have contacted town administration regarding the status of the bid process the replacement HVAC unit.
    - Forwarded estimates originally obtained for HVAC replacement based on discussion with town administration

- Received quote for repairs in the amount of \$4562.00 (unit will be replaced)
- The air is currently being circulated on the second floor, but not being cooled
  - I have purchased some fans to help address the situation
- Had Grodsky replace a faulty temperature sensor affecting cooling
- Grodsky advised that a vent was rusted in the closed position, repairs are underway

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### Old Business

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

### Correspondence

Equipment use agreements for:

- tablets / Chromebooks
- cameras / camcorders
- robotics

Annual Town Meeting Warrant and Background

Special Town Meeting Warrant and Background

### Executive Session

Discussion: Open

The June 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.**