

**Hubbard Memorial Library
Board of Library Trustees
Minutes, 12/8/20**

RECEIVED
TOWN CLERK'S OFFICE
2021 OCT -6 A 10: 31
TOWN OF LUDLOW

Attendees: Chris Davis, Linda Collette, Garrett Day

Meeting called to order at 4:00 P.M.

Minutes of the 11/9/20 meeting were approved. Chris proposed approval, Garrett Day seconded

Director's Report

New Business

Discussion of the library status with reference to COVID impacts. State will have libraries at 40% capacity starting Sunday – Library was already operating under that – about 20% max capacity and have not had that many showing up on a regular basis. Curbside pick up has been main use at this point. The Library will continue with its current status that are stricter than current guidelines by the board of health and state. The Library will adjust if guidelines change

Facilities

Facilities planning discussion.

Tour of facility.

Small conference room

Wallpaper is ripped at points and sheetrock needs to be touched up

Windows frames are damaged due to exposure

Refinish the floor

Main Conference Room

Repair with the cracking in the wall

Windows frames are damaged due to exposure

Air vent sagging

Back stairs

Windows to be worked on

Bowing with the stain glassed window

Hall between conference rooms

Walls need painting

1 ceiling panel to replace

Children's Room

To be set up newer shelving

There is some water damage in the drop paneling around the young adult section
(replace the panels)

July has done well transitioning to Covid requirements

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Circulation

A lot of impact damage along the wall and corners
Can use a re-painting

Pat's office

Can use re-painting

Main floor bathrooms

Plumer recently did work
Two ceiling panels need to be replaced

Main floor

Lower half of wall (peach colored part) can be re-painted
Some cracks in the walls
Check ballast in lights in magazine area
Edging near ceiling in cabinets/fireplace area

Stairwell wish list – repaint

Repaint stairs bordering

Downstairs

At least 4 drop ceiling panels to be replaced

Outside Entranceway

brick is chipping on wall across from door
Hole in cement around grating in the ground

Received a quote from Personal Painters In the amount of \$14,350.

Old Business

Parking lot.

Leaf removal.

Light pole. – insurance will cover with a \$1000 deductible

The meeting adjourned at 5:05 P.M.

The next 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.

Respectfully submitted,
Garett Day, Secretary