

Board of Library Trustees - Meeting Minutes

May 2, 2023

2:00 PM

Hubbard Memorial Library

RECEIVED
TOWN CLERK'S OFFICE

2023 JUN - 1 P 3:20

TOWN OF LUDLOW

Postponed the vote to approve meeting minutes for 4/4/23 Library Board of Trustees meeting until the June meeting.

Director's Report (Melissa Rickson- Acting Library Director):

New Business:

- Melissa and Board of Trusses discussed policies.
- **Melissa discussed Collection Development:**
 - Ongoing weeding is taking place, juvenile DVD collection weeded and cases removed to make space for future endeavors. Adult DVDs being put into cases and staff will eventually no longer need to pull from sleeves at checkout or re-file.
 - Melissa told the Trustees that she is looking into giving the security cases that are not being used to Lori for the town auction.
- **Melissa updated the Trustee's on Facilities:**
 - Emergency door
 - Bench or railings along walkway?
 - DPW fixed hanging vent
 - Alarm panel outdated
 - Elevator Inspection
 - Window Restoration Project:
 - Lori Belanger and Jamie Tomas came for a walk through with potential bidders on 4/6.
 - We were told the project may be more expensive than originally thought, bids received by procurement.
 - Tracy has some grant ideas in mind that she is currently researching.
- **Melissa updated the Trustee's on Staff Development / Staff:**
 - Melissa took "Leading with Confidence: Best Practices for New and Emerging Library Managers, Leaders, and Supervisors" (LibraryWorks Webinar) via Massachusetts Library System and Public Library Directors 101 (Chief Officers of State Library Agencies) via WebJunction.
 - The Staff members had ability to meet with American Fidelity regarding additional insurance options/ FSA.

- NELA (New England Library Association) conference coming to Springfield in October. Would be nice for some staff to attend. That line item only has \$200..
- Melissa updated us on the Classification plan review / open positions.

RECEIVED
TOWN CLERK'S OFFICE

MAY JUN 7 P 3: 20
TOWN OF BURLINGHAM

- **Melissa updated the Trustees on Local History / Digitization:**

- Aidan has been working on using archival storage to rehouse film negatives and gathering metadata. They also moved many historical things that were improperly stored in the director's office to the cabinets.
- Morgan has been posting newly digitized photos to Facebook.
- Yearbooks went to BPL for digitization.

- **Melissa discussed Marketing:**

- Morgan began social media outreach and marketing using Facebook.
- Melissa added Kanopy to the website, asked Amanda to look into adding it to our catalog if possible, asked Tracy to begin to market it. (Was acquired in the fall and not yet promoted.)

- **Melissa talked about Outreach:**

- Melissa working with senior center to provide books to their book club.
- Pathways for parents holding youth and adult programs with the library.

- **Melissa discussed Advocacy:**

- Melissa e-mailed Aaron Saunders regarding amendments before the House of Representatives that affect State Aid to Public Libraries.

- **Melissa discussed the budget:**

- Town meeting is on Monday, May 8, 2023. Melissa and Linda to attend for the library. The budget was submitted by Patrick and it was approved by the Board of Selectman and the Finance Committee. It now has to be approved by town meeting members.

- **Melissa updated the Board of Trustees on the Strategic Plan:**

- Staff met with consultant for a staff focus group meeting.
- Community focus group was held on April 2, 2023.
- Discussed the community planning stake holder meeting to be held on May 22, 2023 at the library.
- Responses are slow but staff and trustees will follow up with a phone call.

• **Melissa discussed the Cleaning Contract:**

- Melissa has received 4 bids and has turned into Lori Belanger the Procurement Manager for the Janitorial Contract. The contract was awarded to New Clean.
- Melissa explained the photocopier the library owns is 8 years old and has a service contract with Ricoh. Melissa would like to purchase and / or lease a newer machine with updated technology, which has the capability to fax and scan. Melissa spoke with Lori Belanger the Procurement Manager and explained that the library would like to join in on the town contract with Xerox after July 1.

RECEIVED
TOWN CLERK'S OFFICE
JUN -7 P 3:20
TOWN OF DUDLOW

Old Business:

- Parking lot - on going.

Correspondence:

- Incidence report 4/13.

Town memos:

Notices from other boards.

The next meeting will be on Tuesday, June 6, 2023 at 4:00 pm.

Adjourn 4:05 pm. and entered into Executive session.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: 6/6/23

By Board of Trustees:

Linda J Collette
Name

6.6.23
Date

Kathleen a Ouimette
Name

6/6/23
Date

Nancy Guinipero
Name

6/6/2023
Date