

**Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
Date: Tuesday, October 3, 2023 at 4:00 pm**

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- Call to order at 4:00 pm.
- Approval of minutes of Tuesday, September 5, 2023. Kathy made a motion to approve with a second from Linda. Voted on and approved.
- Correspondence:
 - Freedom of Information act inquiry.
- Director's report:
 - Melissa reported that Titan repaired the library roof. A leak appeared in the youth room ceiling in the afternoon of September 29. Melissa immediately called Dave from Facilities. Dave came in and assessed the situation and contacted Titan Roofing. (Titan will be repairing the roof mid-morning on October 4) Melissa continued by saying she then went to check the basement again, and water was coming in again through the ceiling tiles. At Dave's request, Jamie and Jim from the Department of Public Works came down to assess the library's water issues which included the front entry way area flooding situation. Jamie found the sources of the leak and advised Dave to call Advanced Seamless Gutters to get the gutters cleaned out, to seal cracks along the foundation, and along the sidewalks. Dave was going to employ the roofers to clean only the two drains that are the main problem. Melissa stated that she also contacted Advanced Seamless Gutters to clean out all the gutters so that the library does not have problems arise in any other parts of the building. Dave was concerned where the money would come from. Not wanting to delay any situation further since rain was forecasted for the upcoming weekend, Melissa decided it will be paid from state aid funds and she anticipated it to be in the \$650 range. She wants no further issues when it rains.
 - Dave did begin sealing the sidewalks.
 - Jamie mentioned improving the drainage toward the sewer rather than in the flower bed would hopefully resolve the situation.
 - Melissa said that the library has received an estimate for a new sliding door. It will be \$4,416 and Melissa will put in a request through the town's Capitol Improvement Project Funding.
 - Melissa met with Jamie Tomas on September 26 regarding the window restoration project which has been on going for over 5 years. There is currently \$63,000 on hold through the Capital Improvements budget as the project was under projected as the cost is well above that amount originally quoted. This project has been in the hands of many official town department heads and is now in the hands of Lori Belanger who is the current Procurement Officer. She is the one who had the window situation revisited and had the project re-assed, which now the project is way more than the original estimate that was given. Melissa will resubmit a Capital Improvement request for this window project

which will include the new estimate. Melissa will speak with Lori Belanger to make sure on the correct cost before resubmitting. Melissa mentioned the crumbling walls in the large program room and is in touch with the Department of Public Works. Jamie suggested a contractor who has been restoring historic churches in the area and Dave is contacting them to get a quote. The library will possibly put in another Capitol Improvement request for this project as well.

- Melissa updated the Trustees on the Cleaning Company. She stated that the janitorial cleaning contractors seem to be improving. The building has been locked properly. They cleaned the carpet and rug in the large conference room and spot cleaned in other places.
 - Melissa is in the process of conducting a comparison study of other full-time youth assistant positions in the state to help write a description and put in a request for a new full-time Youth Assistant. She will submit the request to Human Resources by October 15.
 - Melissa reported that the Staff Development Day was a great success. The staff had ALICE training, communication training, database training, and got to choose one topic of their own to explore. She will continue with these Staff Development Days as it is great team-building.
 - The Hubbard Memorial Library received a donation of \$200 from our neighbor Susan Efremedis. Melissa sent a thank you letter to her.
 - Melissa reported that Haluch Landscaping generously provides free mulch for the landscaping around the library. She is seeking permission to put up a small sign that acknowledges their sponsorship to the library. Melissa believes that a permit may be required by the town. She is looking into this. A thank you letter should be sent to them as well. Melissa will do that.
 - Melissa discussed with the Trustees the ARIS Stats.
 - Melissa told the Trustees that Carrie Ribeiro's suggested that she should participate in the Supervisor Leadership Development Program on October 4, October 11 and October 25 in Palmer. Melissa was one of the few selected for this program as it is a highly requested program. Melissa will also be attending the New England Library Association conference in Springfield 10/15-10/17. She also will have MUNIS training on November 15.
- Unfinished business:
- Strategic Plan is ongoing with consultant Deb Hoadley. Trustees will meet with Deb on Wednesday, October 11 by Zoom. Melissa will not be in on that day due to training and Olivia will set up the Zoom call for the Trustee's. The staff is meeting with Deb Hoadley on November 2 at the Ludlow Senior Center.
 - Lobby Furniture Redesign is ongoing and Melissa needs to reach out to NELA as the last company the library was working with is not responding to her. Melissa's Director's Office needs to be reconfigured and July and Kristen's area on the second floor needs to be addressed to accommodate the two of them.
 - Meeting room policy discussion is ongoing.

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• New business:

- Melissa let the Trustee's know that it is time for discussions on the FY 25 Budget. She met with the town accountant and was given a spreadsheet regarding the library.
- As part of Melissa's graduate program she has developed an evaluation form that she has designed for her course and will share it with the Trustees as she would like to use it for her upcoming evaluations with the staff. She would like the Trustee's to review it by October 16. Evaluations to be done by Thanksgiving per the request of the Trustee's. Melissa will start with Olivia, Patrick, July and then continue with the rest of the staff. Per Melissa, July will be doing Kristen's evaluation. Melissa stated that July will be having a conversation with Kristen regarding friends and family visiting her during work hours, which is not allowed. She is there to work, not socialize. If it continues, July will have to write her up. The Trustees will be doing Melissa's evaluation in December.
- Kathy suggested that Manny Silva, our library liaison be invited to attend our next trustee meeting. It would be great to discuss with him our ongoing water problems, our Capital Improvement project requests and the FY 25 budget. Linda to invite him.
- Melissa is waiting for the applications from Human Resources for the new 18 hour Page position for the Youth Services area. Melissa would like to hire this person as soon as possible.
- A recommendation by the Trustee's was made that standup meetings should be held weekly along with bi-weekly meetings with managers.
- It was recommended by Melissa that Olivia's work area be reconfigured so she is more accessible to the patrons.
- Melissa was going to assign more tasks to Morgan and Patrick. She will update date the Trustee's at the next meeting what those tasks are.

• Adjournment: Kathy made a motion to adjourn and Nancy seconded it, voted and passed. The meeting ended at 5:32 pm. Next meeting, November 7, 2023. Olivia to set up Zoom Meeting for Nancy as she will be in Florida.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: 11.7.23

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By Board of Trustees:

Linda J. Collette

Name

Kathleen A. Oumitt

Name

Name

11-7-23

Date

11-7-23

Date

Date

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