

**Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
Date: Tuesday, January 9, 2024 @ 4:00 pm**

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- Call to order 4:00 pm.
 - Approval of minutes of previous meeting(s). November 7, 2023 -- Voted & approved. December 5, 2023 -- Voted & approved. December 21, 2023 -- A motion was made by Nancy and seconded by Linda. All were voted on and all were approved.
 - Correspondence.
 - Strategic Plan Acceptance letter from MBLC
 - Director's Report.
1. Budget / Financial
 - We received an anonymous \$100 cash donation from a patron. It was deposited into the Memorial Fund. A thank you letter will be sent out.
 - Staff have been reminded that their collections budgets should be 50% or more expended now.
 2. Facilities:
 - The door track will be repaired by Stanley automatic doors. They are hoping the track will arrive on their truck on 1/9 and they would install the end of the week if it is. We will be updated at the next meeting.
 - Pest control is finding new activity at the bait stations. Melisa spoke with Paulina in the Board of Health regarding the situation and said it must be resolved. Melissa sent a reminder email to July about the pest problem as it started in December and told her that she must go through the Youth Services closets and other areas where the pests are. Melissa did work with July to resolve the issue.
 3. Staffing
 - Melissa and July presented the library request for a full-time youth assistant position at the Board of Selectman's meeting on December 19. Melissa and July felt like it was well received.
 - The page position has been filled with new staff member Bridget Schneider who will work with July in the Youth Services area. She started on December 26, 2023.
 - The library has acquired an intern from Westfield State College. Her name is Emily and she will start on January 16.
 - Melissa has started cross-training the staff in various functions.
 - Olivia attended 2 professional development webinars. Melissa told us that these 2 webinars on technology will help with the cross-training.
 4. Partnerships
 - The Health Department has given the library more COVID tests to distribute.
 - The Hubbard Memorial Library collected food for the Veterans Center's food drive. Also, the library collected 55 warm winter items on the giving tree and those items were donated to them as well. The trustees thanked Melissa and the library staff for a job well done.
 - The Hubbard Memorial Library was a toy drop-off for the Toys for Tots Program. The trustees also thank them for that too.
 - Hosting Pathways for Parents programs continues and is well attended.
 - The youth department continues their ongoing programs at Ludlow Boys & Girls Club.
 - Olivia continues working with the Ludlow Senior Center on Technology topics.
 5. Statistics
 - The library has logged 3,536 visitors in the month of December. (There were 2 holidays closed days). The library averaged 833 visitors per week.
 - Library program attendance: Total Programs: 61 Total Attendance: 1,310 Youth: 56 programs 1,257 attendance, Adult: 6 Programs, 53 attendances.
 - Library reference questions: 114 (59 Youth, 21 reference desk, 34 circulation desk).
 - The library has added 371 new items and withdrew 527 items.

- Library mobile prints: 163.

6. Strategic Plan: The plan has been accepted by MBLC and is up on library website. It has been distributed to staff so the work can begin. Melissa will update the Trustees on the on-going progress as we go forward. The management team has identified some items that they are currently working on, they will begin to work on, or take webinars to investigate where to begin. Linda was happy to hear that the Trustees will be updated monthly on the progress of the Strategic Plan.

- Outreach – Identify who the underserved patrons are
- Diversity audit of collection – (Per Melissa, she would like July to take a course on this topic)
- Programs – Cultural Diversity
- Connecting our past, present and future / show our local history and bring items to the forefront during 250th year celebration.
- Work to create an inclusive, welcoming, accessible, safe environment
- Work to bridge the digital divide
 - Hotspots
 - Offer Tech Classes
 - Update Library of things with Dias Foundation grant monies
 - Write Community Space Public Wi-fi program grant, due January 29 at 5 p.m.

7. Policies – Hotspot complete. Meeting room – on going.

8. Friends of the Library

- The Friends received a \$5,000 donation from the Dias Foundation to be spent on library technology and computers. Melissa to follow-up with them whether a thank you was sent to the Dias Foundation

9. Other

- The Hubbard Memorial Library will be receiving an award on February 22 from MiraVista Behavioral Health Center in recognition of the library's inviting space and inclusive programming it provides to young people. Kimberly Lee, Chief Creative Strategy and Development Coordinator from MiraVista nominated the Hubbard Memorial Library for this award. The Trustees were very excited about the award and will be in attendance for the presentation.
- Melissa reported that Olivia and Patrick are still working through the local history collection. Morgan has the task of posting the historical items on social media.
- Library legislative season is coming up. Watch for MBLC emails with information on how you can advocate for Massachusetts libraries. Here is a link with some info: <https://www.mblclegislativeagenda.com/>

- Unfinished business.

- Melissa presented the final Wi-fi Hotspot Policy for our approval. Nancy made the motion to approve the policy and Kathy seconded the motion. A vote was taken and it passed unanimously.
- Lobby furniture redesign is on-going as Melissa learned of some other vendors from another library directors.
- The Meeting Room Policy had some discussion and is on-going.
- Melissa announced that she hired the new Library Page for the Youth Services room. Her name is Bridget Schneider and began on December 26.
- Melissa accepted a quote from MASSCOR for the window seat cushions in the reference room and the program room in the amount of \$2,673.40. They are a MHEC vendor. This is a project that has been outstanding from the summer of 2021.

- New business.

- Melissa notified the Trustees that an employee is out on medical leave starting December 18 to January 16.
- The 250th Committee requested that the library staff participation in 250th events. The events are First Night on Saturday, February 24, 2024. Possibly Olivia could highlight historical photos from the library's archives. Also, the Parade and the Block Party Picnic is on Saturday, June 15, 2024. Melissa will discuss with her staff on how they could participate in those events. Linda suggested that they partake in the parade or maybe do a

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program or both that day. The library possibly will have to close as the picnic will be in the library area and the attached park. Parking would be an issue.

- Melissa reported that the Youth Services Department conducted 8 program evaluations during the vacation week. When patrons were asked "Did you enjoy the program?", most participants said they "loved it". The library had positive feedback except for parking and too many people in meeting room space. We will continue to look into improving the parking area and unfortunately the programs will require registration and limit the number of participants in library programs.

- Announcements – none.
- Kathy made a motion to adjourn and to go into Executive Session at 5:54 pm. She stated that the Trustees would not return back to regular session . Nancy seconded the motion. Voted on and passed. The next meeting is Tuesday, February 6, 2024. Olivia to set-up Teams Meeting for Nancy as she will be in Florida.
- Adjournment at 5:54 pm.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: June 4, 2024

By Board of Trustees:

Kathleen Ouimette

Name

Linda J. Collette, Chair

Name

Name

6/4/24

Date

6.4.24

Date

Date

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