

**Board of Library Trustees Meeting Minutes
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
Date: Tuesday, February 6, 2024 @ 4:00pm**

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- Call to order at 4:02 pm.
- Approval of minutes of previous meeting(s). Not available as of yet.
- Correspondence.
 - Town Clerk's Office letter to remind of State Conflict of Interest Acknowledgement.
- Director's report.
 - The Hubbard Memorial Library is receiving an award from MIRAVista Behavioral Health Center on February 22. The award is in recognition of the inviting space and inclusive programming it provides to young people. Trustees will be in attendance and State Representative Aaron Saunders will also be in attendance.
 - Staff completed Conflict of interest law training.
 - Budget update – Marc Strange and the Town Accountant Shawn Teece have sent the level 2 budget which is their recommended budget to the Board of Selectmen and Finance Committee.
Unfortunately, they have said no to the full-time youth services position but are recommending adding a second part-time position. Melissa was disappointed but if approved it still adds staff to the library.
 - The Town Account Shawn Teece's last day is Friday February 9, 2024.
 - The library received 3 grants from the Ludlow Cultural Council. The Friends also received one. And two performers also received grants to perform here at the library. Some of those funds will be used for a Childrens Juggler, video game set-ups and the Library's Summer Reading Kick-off Party.
 - Melissa submitted the Annual Report on January 30, 2024.
 - The elevator inspection is on February 16, 2024 at 1 pm. The Ludlow Fire Department has confirmed that they will be there.
 - The sliding door track finally got repaired on February 3, 2024.
 - Melissa reported that the Senior Abatement volunteer program is beginning. She has 9 abatement workers. Some are new and some are return workers.
 - Strategic Plan Work: The staff continues to work on the new plan and has on-going discussions in staff meetings.
 - Crochet Club for Kids, this is a new program.
 - Hubbard Memorial Library Numbers:
 - January Total Visits - 2799
 - Digitized: 70 plates

- Reference questions: 106
- The library deposited \$485.99 to the treasurer for January.
- Adult program attendance: 26
- Juvenile Program Attendance: 830
- The library added 291 new items.
- The library discarded 614 items, mainly juvenile books, and old magazines.
- The library deleted 187 items that have been in statuses other than available such as missing, lost and paid, old lost and paid, claims returned or have been billed for several years and not paid for. Part of why the library does this, is that the number of holdings is part of our annual assessment that the library pays to CWMARS, deleting these long-lost items may save a nominal amount of money.

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- CWMARS is adding a new layer to the library catalog this spring and staff are being trained on this via webinars. Melissa to keep the Trustees updated on this change.
- Unfinished business.
 - 250th Committee requested staff participation in 250th events.
 - Olivia will attend First Night on Saturday, February 24. She will be working with retired History Teachers Brian Bylicki and Marty Fanning who will be doing a Ludlow Historical presentation on Ludlow. Olivia will be available for questions 30 minutes before, during and 30 minutes after the Ludlow Historical talk. Linda and Kathy thank Melissa and Olivia for their participation for this event.
 - Kristin will also be participating in the Ludlow 250th First Night event providing a kid's craft for the Craft Corner. She will be there from 12 noon to 1:30 pm. She will also have a table with coloring pages. Linda and Kathy again thanked Melissa and Kristin for participating in the Ludlow 250th event.
 - Melissa reported that the staff will be marching in the 250th parade. She will look into getting golf shirts and / or t-shirts for the event as they also will come in handy for library events in the future.
 - Lobby furniture redesign – Melissa is still reviewing options.
 - Melissa is still in talks with Lori Belanger about getting started on the windows.
 - Meeting room policy discussion. Trustees and Melissa have started working on a draft.
- New business.
 - The L-3 Senior Library Technician (Melissa's old position) is posted internally. However, Melissa has posted the job on library related websites.
 - Staff completed state conflict of interest training.

- A request was made from the town to look at ways of raising fees if possible. Melissa proposed that photocopies for black & white should be raised by \$.05, making them \$.15 a copy and color copies should be raised by \$.05, making them \$.35 a copy starting on March 15, 2024. Kathy made the motion and Nancy seconded it. A vote was taken and it was unanimous.

- Announcements – None.

- Other:

- The library will close on Saturdays starting on Saturday, June 29. However, the library will be closed on Saturday, June 15 due to the parade and the picnic. A discussion was held about Saturday's during the summer as the Strategic Plan clearly asked for the library to be open all summer long. However, due to staff shortage and the hiring of new staff this year, the Trustees agreed that the library will be open on Saturday's starting next summer when the library will be fully staffed and trained. Nancy did discuss ways that the staff hours could be adjusted once there is a fully staffed library to accommodate those summer hours.
- The library is hosting a program highlighting the eclipse that will take place on Monday, April 8, 2024. The library has eclipse glasses and are offering them to the public, one pair per patron. Some glasses will be saved to the Eclipse Program.
- National Library Week begins April 7th.

- Next meeting: Tuesday, March 5, 2024 at 4:00 pm.

- Kathy made the motion to adjourned the regular session meeting at 5:37 pm and go into executive session and not to return to the regular session meeting. Nancy seconded the motion. Voted and passed unanimously.

- Executive session.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Nancy Guinipero, Co-Secretary

Approved on: June 4, 2024

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By Board of Trustees:

Kathleen a Ouimette

Name

Renda J Collette, Chair

Name

6/4/24

Date

6.4.24

Date

Name

Date