

**Board of Library Trustees Meeting Minutes  
Hubbard Memorial Library  
24 Center Street Ludlow, MA 01056  
Date: Tuesday, April 2, 2024 @ 4:00pm**

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2024 JUN -5 P 3:26  
TOWN OF LUDLOW

- Call to order at 4:00 pm.
- Committee greeted Ruth Saunders as a new member if the Board of Trustees.
- Approval of minutes of previous meeting(s). None
- Reorganization of the Board of Trustees:
  - Linda Collete – Chair
  - Kathlen Ouimette - Secretary
- Director's report:
  - The \$50, 000 grant money has arrived from Mr. Frank Podosek will be deposited to a new “Library Donations Fund” account. Ruth Saunders made a motion with a second from Kathy Ouimette to accept the gift from Mr. Podosek and to send a thank you letter to him. The motion was voted on and approve by all. A letter will be drafted by Kathy and sent to trustees to review before sending the letter out. One concern that Mr. Podosek brought to Melissa’s attention was the lack of parking at the library. Melissa explained to him that the library only has 4 designated spaces. The lots adjacence to the library is town property and Melissa told him that the matter has to go before the Board of Selectman about the issue. She did tell him that when the Strategic Plan for the library was done 23-24’, parking was a major concern.
  - Melissa wanted to review with trustees what things need to be approved by the board. What things can she decide on? Is there a certain dollar amount limit? The trustees told her that she is the Director and you know what your budget is. If it is a big-ticket item, then yes, you’ll needs to share that information with the trustees and then a decision can be made.
  - Melissa reviewed the estimates for painting from Sergneri Painting.
  - Strategic Plan – on going.
  - Library numbers:
    - March Total Visits – 3,154
    - Digitized: 30 slides
    - Adult Reference Questions: 53 - (Youth room has not yet reported)
    - Deposited \$570.19 to the treasurer for March
    - Adult program attendance: 337
    - Juvenile Program Attendance: (Youth room has not yet reported)
    - Added 323 new items
    - Discarded 76 items

- Deleted 132 items in bad statuses
- Olivia has been researching other website options or having our current site updated. One possibility is using the software that goes along with the new Aspen discovery layer in the Public Access Catalog (PAC).
- The library sent some of the DVD security cases that the library no longer needed to the Fall River Public Library via regional delivery services.
- Youth Services would like to know all events that the Ludlow 250<sup>th</sup> Committee is planning as they would like to participate in those events. They are looking for a schedule as they are doing their yearly planning now and would like to plan ahead. Linda discussed the Children's Parade and Bike Rodeo on Saturday, May 25. The next event is the Ludlow 250<sup>th</sup> Parade and Block Party Picnic on Saturday, June 15. Melissa and her staff will be marching in the parade. Melissa asked if the library could sponsor one of the Children's programs at the Block Party Picnic. The library will sponsor Ed Popielarczyk: the Balloon Magic and Flea Circus. Ruth made a motion for the library to sponsor a children's program at the Ludlow 250<sup>th</sup> Block Party Picnic on June 15 and was seconded by Linda. A vote was taken and passed. Kathy commented that is a great thing for the library to sponsor a children's program. As members of the Ludlow 250<sup>th</sup> committee, Linda and Kathy thanked Melissa and the library for their sponsorship. The next event would be "Fall into Fun" on October 5 & 6, which will include a "Touch a Truck Program." Melissa will let July know and get back to the trustees on what program they can offer for that event.
- Melissa reported her upcoming vacation days: April 8 & 9, and May 23-31.
- Melisa met with Lori Belanger (Procurement Officer), Dave Ritchie (Facilities Manager) and met the town's consultant architects from Dietz & Co. Lori set up a purchase order to pay Dietz the invoice from the money reserved in the Special Articles Fund to get the project started. The cost is \$39,100 and includes meetings, site investigation, cost estimates, construction documents, and they review submittals. The site visit will include documenting existing conditions and acquiring any additional existing information on the building. Melissa passed the invoice on to Sharon in the Selectmen's office. Lori also added \$9,900 for hazardous materials to the purchase order so there would be a placeholder for it. Melissa is following Lori's lead on this project as she is the expert for the town. Olivia scanned our blueprints, and were sent to Dietz & Co. Dietz & Co. wanted to scan them for the library for a fee. To save money, Olivia scanned them in the Building Department's office on their special scanner.

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- Unfinished business.
  - Facilities:
    - The window seat cushions came back from MassCOR and have been placed in their locations. The trustees thank Melissa for a job well done as they look wonderful.
    - Window restoration project update – See update in the Director’s report above.
    - Melissa reported that Dave Ritchie cut down the bush by the sidewalk and he is arranging for the stump to be pulled.
    - Staff areas furniture update – on going.
  - Meeting room policy discussion – on going.
  - Melissa updated the trustees on the L-3 Senior Library Technician position. Michael Kramer has been hired. Melissa is working with Carrie in Human Resources. He will start this month.
- New business / Open Discussion
  - Which events will the 250<sup>th</sup> be inviting the Children’s department to participate in for the rest of the year? They would like to set their calendar. – See the Director’s Report above.
- Announcement: None
- Adjournment at 5:55 pm.

Kindly submitted by:

Kathleen Ouimette, Co-Secretary

Approved on: June 4, 2024

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By Board of Trustees:

Linda J Collette  
 Name

6.4.24  
 Date

Russ Saunders  
 Name

6/4/24  
 Date

Kathleen A Ouimette  
 Name

6/4/24  
 Date

Name

Date