

**Board of Library Trustees Meeting Minutes**  
**Hubbard Memorial Library**  
**24 Center Street Ludlow, MA 01056**  
**Date: Tuesday, May 7, 2024 @ 4:00pm**

- Call to order at 4:01 pm.
- Olivia Eberli, Reference & Technology librarian, was invited to the trustee's meeting to give a presentation on the new website that she is creating through CWMARS. Trustees did like the look and liked how user friendly it was. Olivia to update the trustees at the next meeting. Melissa notified the trustees that the library purchased a new used scanner to help with scanning historical photos. The cost for the scanner was under \$700.00.
- Director's report:
  - Scheduled painting for the main stairwell is on June 10<sup>th</sup> and the small conference room will be done on June 19<sup>th</sup>. Melissa will be here working on June 19<sup>th</sup>. Since it is a holiday, she plans to take a floating holiday. The staircase will be closed the staircase on June 10<sup>th</sup> and route patrons to the elevator.
  - The cleaning contract has been renewed for FY25. Melissa told the trustee that the rug in the front entrance has stains that will not come out. Therefore, the cleaning service will clean the rug at a cost of \$950.00. She feels that it needs to be taking care of since it is in the entry way. Melissa talked about either getting a new rug that could be serviced by a rug company or purchasing carpet squares for the area. Melissa getting estimates for carpet cleaning / possible main floor project.
  - Melissa has been working with Xerox to update our copier and hopes to have the new copier in place July 1.
  - CMD (Command) came to create a vendor proposal for the Wi-Fi grant, the CMD proposal is due by May 17<sup>th</sup>.
  - Intern Emily Rua has completed her internship. She told Melissa that the experience has solidified her choice in perusing a degree in library science/services. She particularly liked archiving and cataloging.
  - Parking complaints. Trustees to pursue this with the Board of Selectman as this was a concern in our Strategic Plan as well as the town's Strategic Plan.
  - Numbers:
    - April Total Visits - 3438
    - Reference Questions: 127
    - We deposited \$670.19 to the treasurer for April
    - Adult program attendance: 337
    - Juvenile Program Attendance: 1373
    - We added 309 new items.
    - Discarded 208 items, 132 in bad statuses.

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• **New business / Open Discussion**

- The library received state aid in the amount of \$29,997.00 on April 11, 2024.
  - Melissa discussed the staff appreciation luncheon to be held on July 7<sup>th</sup>, in conjunction with Charles Hubbard's birthday.
  - July is happy to announce that local businesses have donated raffle baskets for the summer reading program. July to send thank you notes to those businesses.
  - Melissa donated items acquired by donation and / or abandoned at the library to museums or libraries in the towns they originated from to conserve our very limited space.
- Announcements – None
  - Trustees discussed Director's contract.
  - Next meeting is Tuesday, June 4<sup>th</sup> at 4:00 pm. There will be no meeting in July. The next scheduled meeting will be Tuesday, August 6th at 4:00 pm.
  - A motion was made by Ruth to adjourn the meeting and seconded by Kathy. Voted and passed to adjourn. Meeting ended at 5:40 pm.

Kindly submitted by:

Kathleen Ouimette, Secretary

Approved on: June 4, 2024

By Board of Trustees:

Linda J Collette

Name

Ruth Saunders

Name

Kathleen Ouimette

Name

6.4.24

Date

6/4/24

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Date

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