

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

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2024 OCT -3 A 7:26

TOWN OF LUDLOW

Call to order at 4:19 pm.

Pledge of allegiance.

Approval of minutes of previous meeting(s) for April 2, 2024 – Ruth made a motion to approve and Linda seconded. Voted – approved. May 2024 – Ruth made a motion to approve and Linda seconded. Voted – approved.

Director's Report:

- Numbers:
 - March Total Visits – 3,035
 - Digitized: 20 glass plate negs
 - Reference Questions: 119
 - We deposited \$378.50 to the treasurer for May
 - Adult program attendance: 177
 - Juvenile Program Attendance: 1,212
 - We added 403 new items.
 - Discarded 181 items
 - Deleted 9 items in bad statuses.
- Melissa reported that the HVAC exhaust fan on the roof has been repaired by Grodsky. Grodsky also performed seasonal maintenance to the AC/Boiler system. They found a problem with the control not reading the correct temperature on the 2nd level, and Grodsky repaired the control.
- Water Heater – Plumber, Fred Slozek was called and he found that the water continually runs out due to pressure issues.
- Olivia performed outreach services to the Ludlow Senior Center.
- July has been visiting the schools. The Trustees thought this was great as a partnership with the schools. Linda asked Melissa if July was participating in the Ludlow Boys & Girls Club Slide into Summer Program on June 14. Melissa will check on that, she does not know if she was invited.
- The library added a new database called Fold3. Fold3 has military records. It is by the same company that brings us ancestry.com. The program will be offered on a trial bases and if used, it will be an on-going program for the library.
- Melissa reported that new Museum passes have been added: Roger Williams Park Zoo, Old Sturbridge Village, Riverside Reptiles, Normal Rockwell Museum and the Zoo at Forest Park.
- Melissa reported her upcoming vacation days: July 3 & 5, August 12-16, 2024.
- Town Meeting approved the new half-time position for the youth room. Carrie Riberio in Human Resources and Melissa are working on the posting but July told Melissa that this is a busy time of

year for her to evaluate applications, interview candidates, and train a new employee and would like to wait towards the end of summer to post. She would like to interview and have the new hire start the week of September 1, 2024. Melissa was instructed by the Trustees to post the position mid-to- late July 2024. Waiting until August is too late as the position was approved in May as the town meeting for the upcoming fiscal year, which starts July 1, 2024. Plus, the Youth Room needs the help.

- Kristen from the Youth Room requested to work only days in the summer. The Youth Room also has Bridget to cover hours.

Unfinished Business:

- Window restoration Strategic plan update:
 - The bid paperwork is being prepared but waiting on the June funding.
- Strategic plan update:
 - Parking lot expansion – Linda spoke with Derek DeBarge and asked that the library be involved with the expansion plan of the parking lot. Even though the library only has the few spaces near the library, which is not enough, a plan should involve all parties in this upgrade of the town-owned public parking lot. Linda has also had conversations with Jamie at the Department of Public Works.
 - Expansion of adult programing – There was a discussion now that Michael has been hired, the Trustees would like to see him expand on the adult programming with new programs.
 - Extended hours – The Trustees would like to see the hours extended in the Fall as the library will be at full-staff capacity. The plan could be extended hours during the week and also expanded hours on a Saturday. Another goal is for next summer, is to have the library open on all Saturday's. Discussion will continue on this.
- Union contract:
 - The contract was settled with the town.
- Melissa Rickson's contract:
 - The contract is now complete for Melissa. Ruth made a motion to accept the contract for Melissa Rickson for the next 3 years as the Director of the Hubbard Memorial Library. Kathy seconded the motion. Vote taken and passed unanimously. Carrie Ribero in Human Resources will be notified.
- Ludlow 250th Parade and Block Party Picnic:
 - The Hubbard Memorial Library staff will participate in the parade. The library is sponsoring Ed Popielarczyk at the Ludlow 250th Block Party Picnic and the 250th committee thanks them for their sponsorship. Also, Melissa noted that the 250th event on the electronic board. The library will be closed on Saturday for the event.

New Business:

- Photocopier contract update:
 - New copier to be delivered soon. This copier will be coin operated. The old fax machine will be going away as this new copier can also send faxes. Kathy asked if there will be training lessons for the staff? Per Melissa, yes.
- Community Foundation of Western Massachusetts Wi-Fi Grant:

- The Hubbard Memorial Library was awarded \$11,000 grant from the Alliance for Digital Equity and Baystate Health. This grant will provide funds for the expansion of public Wi-Fi for the community.
 - The Ludlow Board of Trustee's has to formally accept the grant. Ruth made the motion to accept the grant in the amount of \$11,000 from Alliance for Digital Equity and Baystate Health / Community Foundation of Western Massachusetts for the expansion of public Wi-Fi services for the community. Kathy seconded the motion. Voted on – passed. Melissa to send a thank you letter.
- Adjournment:
 - Kathy made a motion to adjourn the meeting at 6:07 pm. Ruth seconded the motion. Voted taken – Passed. Next meeting will be on Tuesday, August 6 at 4:00 pm. There will be no meeting in July.

Kindly submitted by:

Kathleen Ouimette, Secretary

Approved on: October 1, 2024

By Board of Trustees:

Linda J Collette

Name

Ruth Saunders

Name

Kathleen Ouimette

Name

October 1, 2024

Date

October 1, 2024

Date

10-1-24

Date

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