

**Board of Library Trustees
Hubbard Memorial Library
24 Center Street, Ludlow, MA 01056
BOARD OF LIBRARY TRUSTEES MEETING
Tuesday, August 6, 2024 At 4:00 pm**

Attendees: Linda Collette, Ruth Saunders & Melissa Rickson

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2025 FEB -5 P 1:23

TOWN OF LUDLOW

- Call to order at 4:05 pm.
- Pledge of Allegiance.
- Director's report.
 - Numbers:
 - July Total Visits – 3369.
 - Reference Questions: 139.
 - We deposited \$347.33 to the treasurer for the month of July.
 - Adult program attendance: 120.
 - 80 meeting room bookings.
 - Juvenile Program Attendance: 1727 plus.
 - We added 279 new items.
 - Discarded 131 items.
 - Deleted 8 items in bad statuses.
 - ARIS is due August 16, 2024, MA Financial Report opened and it is due October 4, 2024.
 - New grant-funded Wi-Fi has been fully installed. Melissa noted that she walked to the gazebo area and can confirm that it is reachable there. It is an open connection.
 - The Springfield Water & Sewer Commission came out to assess the water pressure issue. They believe that the pressure reducer and secondary valve need replacement and that is the cause of library's water issue. It is on the library's side of the meter, so that means the library is responsible to do what is needed to resolve the issue. Jamie and Melissa are getting estimates. A decision was made by Jamie and Melissa to replace the meter while they were at the library with an updated, modern reader meter.
 - The library added a new database called Fold3 in June. It has already had more than 100 uses. Fold3 is provided by Ancestry that provided access to US Military records that includes stories, photos and personal documents of men and woman who have served our country.
 - The new position for the Youth Services position is posted.
 - Melissa will be on vacation on the following days: August 12-16, September 13 & 16.
- Unfinished business:
 - Melissa gave an update on the window restoration project.
 - Melissa gave an update on the flood restoration and mitigation issues. The grates outside the main entrance have to be replaced due to the flooding issues and she is working with Jamie Tomas and Steve Santos on a solution.
 - Melissa reported the library will be closed from September 3 – 13th for the renovations. Library programs will be relocated and the computers will be moved to the reference section. The repairs that need to be done are the following: indoor painting to the Circulation area, basement and the Staff room. Basement has to have rugs replaced. The main entry door has to be replaced.

- Melissa reported that both meeting rooms have wall damage. An architect will be contacted to find out the source of these wall issues being the building is a historical building.
- New business:
 - Fiscal Year 2024 - 2025 ARIS is in progress and is due August 16, 2024.
- Announcements:
 - The Staff Professional Day will be held on Monday, August 26 and the library will be closing at noon, which was voted on at the last meeting.
 - The Trustee's next meeting will be Tuesdays, September 3 at the Ludlow Senior Center due to the closure of the library for renovations.
- Adjournment:
 - A motion was made by Ruth to adjourn the meeting at 6:18 pm, with a second made by Linda. A vote was taken and it was unanimously passed.

Kindly submitted by:

Ruth Saunders, Acting Secretary

Date approved on: _____

By Board of Trustees:

Linda J Collette

Name

Ruth Saunders

Name

Date

Date

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