

**Board of Library Trustees Minutes**  
**Hubbard Memorial Library**  
**BOARD OF LIBRARY TRUSTEES MEETING**  
**Tuesday, September 3, 2024 at 4:00pm**  
**Meeting Place: LUDLOW SENIOR CENTER**  
**288 State Street, Ludlow, MA 01056**

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Attendees: Linda Collette, Kathy Ouimette, Ruth Saunders & Melissa Rickson TOWN OF LUDLOW

- Call to order at 4:11 pm.
- Pledge of Allegiance.
- Director's report:
  - August Numbers:
    - Total Visits – 3287 good numbers considering closures
    - Reference Questions: 135
    - We deposited \$10,961.23 to the treasurer for the month. Includes insurance flood payment of \$10,602.
    - Adult program attendance: 142
    - 74 meeting room bookings
    - Juvenile Program Attendance: 962
    - Summer Reading Program - total sign-ups 301
    - We added 412 new items.
    - Discarded 270 items
    - Deleted 21 items in bad statuses
  - ARIS was submitted, MA Financial Report opened, due on October 4, 2024.
  - The water pressure issue will be repaired by Corcoran at a cost of \$1,975.
  - The new position in the youth room has been filled. Amy Brown has been hired and will start September 9, 2024.
  - Melissa reported her upcoming vacation days which are: September 13 (maybe) & September 16.
- Unfinished business.
  - Melissa gave an update on the flood restoration and mitigation issues.
    - Per Melissa, this is a on going process. First, things had to be removed in order to do the renovation. She commends the staff for all their hard work. Also, the Trustees thanked Melissa for heading this process and her hard work. The Trustees knew this is a big undertaking. In another note, Melissa and July have been sharing videos on social media to keep the patrons updated on the progress as they are very interested in the renovation.
    - The process of getting the library back in working order with the contractors is running smoothly. Once, the work is done, the library will have to be reorganized and in working order for the patrons to return. Melissa noted that a lot of weeding has been while being closed.

- Main door drainage grates have been installed and should elevate the water problem as these grates are bigger than what the library had. Melissa will keep us posted on this situation with the new grates.
- In regards to the new sliding door at the main entrance, Melissa received a quote for \$9,480 and is waiting to hear if the ARPA funds will be used for this needed purchase.
- In regards to the window restoration, Melissa received an email from the Architect last week but did not get cost estimates and is hoping to hear back next week with those quotes. The Trustees explained that there are already funds set aside for this project from previous years and know that when the quotes come back for the window restoration project, that the job will probably exceed the amount that has been put aside. If the quote is higher, we will have to go back to Capitol Improvements for the additional funding.
- Library parking lot. Per Melissa, she was contacted by Kenny Batista the week before Labor Day asking if the library was closed for the weekend. The library was closed for the weekend and the Department of Public Works came in and milled the parking lot. They said it was a good time to do the parking lot as the town hall was being done at the same time. The funds for these projects were being paid with ARPA funds.
- The Trustees asked that a meeting should be called with Marc Strange and the Department of Public Works (preferably Jamie, Jim, Doug & Kenny) as there should have been a prior meeting on plans for the municipal lot as the library has been asking for additional parking places for the library since the library is lacking parking. Plus, this was the number one item that came back when the current Library's Strategic Plan was done this year. Also, the town did a strategic plan this year and it was also an issue that the town's people regarding the parking issue. Melissa and Linda will get a meeting set up to discuss an expansion plan for the Hubbard Memorial Library with those that need to be involved.
- New Part-Time Youth position has been filled and Amy Brown will start September 9, 2024.
- Per Melissa, the Hubbard Memorial Library would like to participate in the Ludlow 250<sup>th</sup> "Falling into Fun" event on October 5-6. Kristen and July will do projects with the children who attend on Saturday, October 5. They will need a table and Kathy will make that happen. Also, the Hubbard Memorial Library would like to sponsor an event for Sunday, October 6. Melissa and July discussed bringing in "Trevor the Games Man." The cost is about \$750 and the library would be happy to sponsor him. Melissa and July are in the process of securing him for the event. The Ludlow 250<sup>th</sup> Committee is very appreciated of all the library has done for the Ludlow 250<sup>th</sup> events.
- New business
  - Strategic Plan point item: Library Signage – Oliva came in to speak to the Trustees about StackMap and the different subscriptions they offer. This product offers call number signage on library shelves. This program helps library patrons find books and other items by providing a digital map of the entire library by using the call number signage. A decision has not been made on this product as Melissa and Linda are looking into other options for signage for the library.
  - Melissa discussed the addition of bike locks as circulating library items for use by patrons.
  - The "Friends of the Library" have donated the new tech items to the library that were paid for by the donation they received from the Dias Family Foundation. The items are now being cataloged and processed.

- Linda and Melissa noted the wall damage in the program room. This was an area that was previously fix. The Masonry contractor has been contacted and the repairs will be done.
- Open Discussion:
  - Melissa, Kathy and Linda will be attending the Ludlow Community Center / Boys & Girls Club Annual Meeting on September 19, 2024.
  - Library electronic sign – who can use it and who cannot not. The Trustee's believe that there should be a policy on the usage of the electronic sign for clarification. Melissa said she would look into this and create one with the Trustee's input for the usage of the sign.
  - Once the library is all renovated, Linda would like to see an "Open House" for all patrons and the public.
- Announcements:
  - Ruth will be on vacation September 12 – 23.
- Adjournment: Ruth made a motion to adjourn at 5:32 pm and Linda seconded the motion. A vote was taken and it pass unanimously.

Kindly submitted by:

Kathy Ouimette, Secretary

Date approved on: 1-7-25

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By Board of Trustees:

Linda Collette, Chair

Name

Date

1.7.25

Ruth Saunders

Date

1/7/25

Name

Date

Kathleen Ouimette

Date

Name

1/7/25