

**Board of Library Trustees Minutes
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
BOARD OF LIBRARY TRUSTEES
Tuesday, October 1, 2024 at 4:00 pm
Place: Hubbard Memorial Library
24 Center Street Ludlow, MA 01056**

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

- Meeting called to order at 4:00 pm.
- Pledge of Allegiance
- Approval of minutes: A motion was made by Ruth to approve the minutes from June 4, 2024 and Linda seconded the motion. A vote was taken and it passed unanimously.
- Director's report:
 - September Numbers:
 - Total Visits – 1514 – Good numbers considering closures.
 - Reference Questions: 144
 - We deposited \$995.60 to the treasurer for the month.
 - Adult program attendance: 72
 - Meeting room bookings-not reported
 - Juvenile Program Attendance- July did not provide number
 - We added 315 new items.
 - Discarded 839 items, we weeded while we were closed for renovations.
 - MBLC Financial Report due October 24, 2024.
 - Email from July – Discussed the Banned Books Scavenger Hunt as the program was very popular. The program was used to gently educate in a light and fun way to search for images of books that have been banned. They had 41 people participate and July was pleasantly surprised that many teens took part in the scavenger hunt and the discussion. July wanted to share the positive feedback from the participants and wanted to share the success of the program with the Trustees.
 - The new copier is working as of today. Melissa is still working on getting the fax part up and running as it is a wiring issue. It has been a huge ordeal, Matt from IT and Jaime Morrow in procurement have been helping on this issue. Kathy asked Melissa if all staff will be trained on the copier and fax system. She told the Trustees, yes.

- *** Kathy made a motion to charge \$1.00 per page for the fee for usage of the fax machine. Linda seconded the motion. A vote was taken and it passed unanimously.

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- Unfinished business.

- Flood restoration and mitigation. Per Melissa, still a few odds and ends are being completed on the flood repairs, such as the sticking door to the janitor's closet and some places that need a dab of paint or a piece of carpet.
- Window restoration is still a work in progress. The cost estimate came back from Deitz Architects and as expected it was higher than we thought. The library had to contract with Deitz Architects for \$32,000 to have this new evaluation done for the assessment of the windows.
 - Melissa would like to request a meeting regarding the window restoration with Marc Strange, Jamie Morrow, Derek DeBarge and Manny Silva (our library representative) to discuss this project. Linda will join Melissa for this meeting.
- Kristen and Amy will be at "Falling into Fun" – a Ludlow 250th event on Saturday October 5 with projects for the kids and "Trevor the Games Man" will be there on Sunday, October 6. The Hubbard Memorial Library is sponsoring Trevor for a fun filled Sunday afternoon featuring: adult and kid's programs, stilt walking, parachute play, ribbon dancing and much more. The Ludlow 250th Committee is very appreciated for the library's sponsorship and look forward to seeing Trevor.
- Revisit Hotspot Policy (originally hotspots were for Ludlow residents only). – *** Ruth made a motion to allow all Massachusetts residents to check out mobile wi-fi hotspots from the Hubbard Memorial and allow one renewal. Linda seconded the motion. A vote was taken and it pass unanimously.
- The Trustees and Melissa had a discussion on the Meeting Room Policy. Melissa and Kathy ask Linda and Ruth to review the current policy and make suggestions/changes to the current policy for a discussion at our upcoming meetings. Once Melissa and the Trustees come to an agreement for the policy, it would then be sent to the Town's Legal Person for their review. If all goes well with this process, Melissa would like for us to take a vote on the policy at the January 7th meeting.
- Library Signage (Strategic Plan Point) – StackMap was discussed at our last meeting and Oliva and Melissa are still reaching this new product. They are checking with other libraries that have used the StackMap product before purchasing it.
- Strategic plan – Waiting for more information on the municipal parking lot/library parking area in regards to an expansion. This is an ongoing process.

- New business

- Directory type Signage – Linda and Melissa will visit with Chuck at Chuck's Signs on October 9, 2024. Chuck did visit Melissa and Linda at the library to discuss what the library currently has for signage. He took measurements and pictures. Linda and Melissa asked that the signage be ADA compliant. He will get back to Linda and Melissa hopefully soon so the information can be shared at the next Trustees meeting.
- Melissa is working with Jamile Morrow in Procurement on getting masonry quotes for the failing masonry.
- Melissa reported that the library website went down recently because the domain name registration expired. It took a few days to learn of this and it was not a hosting error and the library found out it had two separate vendors. It is a multi-year service

contract and the last time it was renewed was 3 years ago. It has been resolved per Melissa.

- The Department of Public of Works repaired a manhole cover in the driveway on September 25, 2024. Traffic had to be detoured for a few hours.
- Melissa has been looking at upgrading the public computers due to them be outdated. She has evaluated currently what the library has and would like to cut down from 12 computers to 8 computers in the reference room to allow for space for people who utilize their own laptop. The anticipated cost of the new computers with updated Microsoft Office to be under \$10,000. The library will purchase them from Tech Soup. The library plans to use the same monitors and purchase adapters so they can plug into the new computers for a cost savings. Melissa also noted she wants to keep the 4-way table.
- Open Discussion:
 - Melissa will work with the Accounting Department to ask about updating a line item within the budget as it currently reads "Books and Periodicals" and she feels in this day and age, it should read "Library Materials and / or Materials for Library Patrons Usage." Reason being, it is not all about Books and Periodicals these days as its covers a large array of items that are available for patron usage.
 - Ruth asked Melissa if she could send meeting agenda to us when it is being sent to the clerk in order to be more prepared for the meeting. Melissa agreed.
 - Brian Bylicki the Chair of the Ludlow 250th Book Committee donated \$650 to the Hubbard Memorial Library, which were funds he secured from a Ludlow Cultural Council grant he was awarded for the History Book. He was awarded \$800. He decided to donate the unused funds to the Library as Olivia Eberli the Reference Librarian gave Brian a tremendous amount of help, support and knowledge during the process of the writing of the book. Kathy asked if a thank you letter could be sent to Brian. Melissa agreed.
 - Melissa reported that a new accountant has been hired and her name is Cheryl Allen.
- Adjournment: Ruth made a motion to adjourn at 5:15 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 J. Collette, Chair

Name Kurt Saunders

Date 1.7.25
1/7/25

Name Kathleen Ouimette

Date 1-7-25

Name

Date