

**Board of Library Trustees of
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056**

**Meeting Notice: BOARD OF LIBRARY TRUSTEES
Date: Tuesday, November 5, 2024 @ 4:00pm**

AGENDA

- Call to order / Pledge of Allegiance
- Approval of minutes of past meeting(s) [vote/s]
- Director's report.
 - MBLC Financial report was submitted
 - FY 25 Budget time, position requests, Capital requests
 - Staff Evals underway
 - Review of stats
 - Management working on MBLC action plan due in Dec.
- Unfinished business.
 - Flood restoration and mitigation
 - New door is scheduled for December 8, which is a Sunday. I am talking to Dave Ritchie to see if it needs to be a Sunday.
 - Window restoration Contractor walk-through happened
 - Masonry - pending Nov. 12 BOS meeting vote
 - Roof - Asking to be funded w ARPA Funds on 11/12 BOS meeting
 - Meeting Room Policy Discussion, plan to vote January 7th meeting or before.
 - Strategic plan
 - Directory type Signage – Chuck's sent some proofs.
 - Library Signage– StackMap quote. Olivia and I discussed and feel that it is too expensive and that it seems to be geared to much bigger libraries than ours. Some libraries who Stack maps directed us to look at are no longer using Stack Maps. We would like to see how it develops over the coming years. Olivia is working on putting up new endcap signs.
 - Olivia is working with procurement and Lenovo to replace some patron access computers.
 - Made Marc Strange aware of how dire our parking situation is. Should consider asking the BOS to designate the parking lot as library parking only during library business hours?
- New business.
- Open Discussion
- Announcements.
- Executive session.
- Adjournment.

Note: The topics listed are those which the Chair reasonably expects will be discussed as of the date of this posted notice. Not all the topics listed in this notice may actually be reached for discussion.