

**Board of Library Trustees Minutes
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
BOARD OF LIBRARY TRUSTEES
Tuesday, November 5, 2024 at 4:00 pm**

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2025 JAN - 8 P 3: 09

TOWN OF LUDLOW

Attendees: Linda Collette, Kathy Ouimette & Melissa Rickson
Guest: Roz from the "Friends of the Library"

- Call to order at 4:00 pm.
- Pledge of Allegiance.
- Director's report:
 - The Massachusetts Board of Library Commission (MLBC) Financial Report was submitted. First round of state aid payments expected to be announced within the next week or two.
 - The Massachusetts Board of Library Commission (MLBC) Annual Action Plan is due in December. Melissa is working on this with July and Olivia.
 - Melissa is working on the Fiscal Year 24-25 Budget, which would include Capitol Improvement (to be determined due to on-going building issues) requests. She would also like to put in a request to upgrade a current position in the Youth Services area. Trustees asked for more information on this upgraded position as they felt it was not needed at this time. Kathy brought up a suggestion that was made to her by Melissa, which was adding an 18-hour administration position to help with administration tasks such as: ordering library supplies, help with the warrant when needed, maintaining the library's calendar, help with coverage at the circulation desk and working with the staff personal time and vacation time requests, which would have to be approved by Melissa. This would allow Melissa to oversee the library, attend meetings, do staff training, work on special projects and also look into grants that are available for the library and secure some of those grants, which would save the library money. There are a lot of grants out there for historic aging buildings. The library is one of the oldest buildings in the town and monthly maintenance issues keep popping up. It would be great to secure some of these grants to help with maintenance of the aging Hubbard Memorial Library. The Trustees would like to review these two position proposals and have more of a discussion at the next meeting.
 - Staff evaluations have been paused.
 - Review of stats:
 - October Numbers:
 - Total In-Library Visits – 2829
 - Reference Questions: 130
 - We deposited \$5,287.33 to the treasurer for the month. Includes a refund from a vendor overpayment.
 - Adult program attendance: 115 plus an estimated 1500 for Trevor the Games man at Fall Into Fun
 - Juvenile Program Attendance: 1404
 - 84 meeting room bookings.
 - We added 528 new items
 - Discarded 78 items.
 - The library had the Massachusetts Library Systems (MLS) biannual delivery survey. This happens for one week in March and October each year. 494 items were sent into delivery.

- Outreach & Partnerships – July read stories to 109 people at the Rag Shag event at the Ludlow Community Center/Ludlow Boys & Girls Club on October 25. Mike arranged to have the Gravestone Girls presentation run on LCTV, which was a very popular program at the library. The library will be hosting a food drive for the Ludlow Veterans Food Pantry again this year. The library continues to ordering books for the Senior Center for their book club. July obtained permission for the Youth Services newsletter distribution from the superintendent and had the newsletter sent home via Virtual Backpack to the Ludlow Public School students; also sent via email to families of students from the Ludlow Community Center/Boys & Girls Club Preschool program, Saint John the Baptist School, and the HeadStart program. The Trustees like the community outreach from the library.
- Melissa reported that library is still working on getting the fax part of the new copier up and running. She recently had a Teams chat with 2 representatives from CBS/Xerox on Wednesday, October 23, they emailed her on Friday, November 1 that they are still working on a solution.
- Melissa gave her staff a template to send her monthly reports because everyone's report was of a different format. The streamlined template will make it easier for her to locate data and easing her workflow.
- The library had the sprinkler system inspection by Baystate Sprinkler recently and work may need to be done on the system. There is corrosion on the sprinkler system and also the firebox needs some repairs. Melissa is waiting on a quote. Again, Melissa and the Trustees are dealing with building issues due to the age of the building.
- Melissa will be attending the Board of Selectman's meeting on Tuesday, November 12 for the Board to officially vote on masonry and roof funds. Linda will attend with her.
- Unfinished business.
 - Flood restoration and mitigation:
 - The new door is scheduled for December 8, which is a Sunday. Melissa needs to speak to Dave Ritchie to see if it needs to be a Sunday.
 - Window restoration contractor walk-through happened and window bids will open November 12 to November 21, 2024.
 - Masonry is pending until the Board of Selectman's meeting vote on November 12.
 - In regards to the roof, Melissa and Linda will be asking for the repairs to be funded with ARPA Funds at the Board of Selectman's meeting on November 12.
 - Meeting Room Policy Discussion, still on going. Melissa would like to vote on the update policy January 7th meeting, pending review and suggestion from the towns legal counsel.
 - Strategic plan:
 - Directory type Signage – Melissa reported that Chuck Sign's sent some proofs. She and Linda are waiting on a cost quote.
 - Library Signage– StackMap quote. Melissa and Olivia discussed the StackMap product and felt that it is too expensive and that it seems to be geared to much larger libraries. Melissa and Olivia looked at libraries that were using StackMap and found out that they were no longer using the product. Meanwhile, Olivia is working on putting up new endcap signage. This is one item on the Strategic Plan that was noted a need for.
 - Olivia is working with procurement and Lenovo to replace some patron access computers. This an on-going project as Melissa reported last month the need for replacing these computers with updated models and programs.

- Melissa made Marc Strange aware of how dire our parking situation is. Should consider asking the Board of Selectman to designate the parking lot as library parking only during library business hours? This is an on-going Strategic Plan request from the public as well as the Hubbard Memorial Library. As stated, before at our Trustee meetings, there has to be a meeting to discuss the expansion of the municipal lot which should include library parking.
- New business:
 - Olivia revamped the Museum pass flyer. The pass program is funded in part by the "Friends of the Library." Currently it offers 12 passes to different institutions and are taken out at the Circulation Desk. Olivia produced a new brochure highlighting these Museum passes and was very nicely done.
- Open Discussion:
 - Roz from the "Friends of the Library" told us about the upcoming Holiday Raffle Basket Fundraiser. Baskets and tickets should be available soon. Tickets will be one ticket for \$5 and three tickets for \$10.
- Adjournment:
 - *** Kathy made a motion to adjourn the regular session meeting at 6:30 pm and go into executive session and not return to the regular session meeting. Linda seconded the motion. A vote was taken and it pass unanimously.

Kindly submitted by:

Kathy Ouimette, Secretary

Date approved on: _____

By Board of Trustees:

Linda Hollette, Chair

Name

Keith Saunders

Name

Kathleen Ouimette

Name

Date

1.7.25

Date

1/7/25

Date

1-7-25

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