

**Board of Library Trustees Minutes  
Hubbard Memorial Library  
24 Center Street, Ludlow, MA 01056  
BOARD OF LIBRARY TRUSTEES MEETING  
Tuesday, December 3, 2024 at 4:00 pm**

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2025 JAN - 8 P 3: 09  
TOWN OF LUDLOW

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

- Call to order at 4:00 pm.
- Pledge of Allegiance.
- Approval of minutes of past meeting(s). None - All will be available at the January meeting.
- Director's report:
  - Review stats - October Numbers:
    - Total In-Library Visits: 2266
    - Reference Questions: 75
    - We deposited \$323 to the treasurer for the month
    - Adult program attendance: 115
    - Juvenile Program Attendance: 932
    - Mobile print: 59 jobs 317 pages
    - Wi-Fi connections: 743
    - 77 meeting room bookings
    - We added 229 new items, some are flood replacements
    - 76 Discarded items, 17 bad status items deleted
  - The Town Annual Report is due to the Board of Selectman office by February 7, 2024.
  - Melissa attended the CWMARS User's Council meeting, MMA webinar about holiday displays.
  - Amanda attended the CWMARS Cataloging roundtable.
  - Pat has joined the CWMARS PR Task Force. He will assist patrons with Polish language translations. The Trustees were happy to hear this.
  - Olivia is learning how to make a database to make our archives more searchable. 200+ more images added to the Digital Commonwealth collection. On November 26, Olivia was commended by the Ludlow 250<sup>th</sup> Book Committee for her assistance with research for the new book by Chairman Brian Bylicki and she also received a copy of the Ludlow 250<sup>th</sup> History Book.
  - Outreach & Partnerships – Melissa has joined the Age/Dementia Friendly Ludlow workgroup; it is a Ludlow Senior Center initiative. The Trustees were pleased by this.
  - The Massachusetts Board of Library Commissioners (MBLC) annual action plan due in December. Melissa is working on it with July & Olivia. Only needs to be done if we decide to apply for a LSTA grant. MBLC will extend our deadline if necessary.
  - The Massachusetts Board of Library Commissioners (MBLC) Financial Report was submitted. Melissa reported the Hubbard Memorial Library was not in the first round. She inquired with the MBLC and was told the library would likely be in second round. The MBLC does them in the order they have received them in.
  - The fax saga continues. Melissa continues to work on getting the fax part of the copier up and running. She also found out recently that the coin op is not working properly and the vendor is sending a new one.
  - Melissa is waiting for a date from Cogswell Sprinkler on the sprinkler system repair, likely mid-December.
  - Serv-U had to come in and fix the lock on the Youth Room Library of Things display case.

- Unfinished business:
  - Flood restoration and mitigation
    - The new door installation is scheduled for December 3.
    - Melissa reported that her and Olivia have begun ordering books to replace the ones that were lost in the flood.
  - Window restoration- Melissa notified that Procurement – Jamie Morrow had opened all sealed bids and the information was shared with her.
    - \*\*\* Ruth made a motion to repair all library windows by using plan 1-4 (see attached document) by using available funds from State Aid. Linda seconded the motion. A vote was taken and it passed unanimously.
  - Masonry – The masonry work was approved at the November 12 Board of Selectman’s meeting. Baker Mason Contractors will schedule the repairs once the Board of Selectman sign the contract.
  - Roof – The ARPA funds to repair the roof was approved at the Board of Selectman’s meeting on November 12. Work will be completed November 19 by Titan Roofing. Titan Roofing also found that the turret roof needs repairs. Melissa will be obtaining a quote from Titan Roofing for the cost of the repairs in the turret.
  - Meeting Room Policy Discussion – table to next meeting as the Trustees will have to see what the town counsel has reported.
  - Directory type Signage – Chuck’s Signs proofs all had braille, but Melissa reported that all signage does not need braille. She obtained a new quote in the amount of \$3,699.38.
    - \*\*\* Ruth made a motion to pay Chuck’s Signs the amount of \$3,699.38 for the new signage from using available funds from State Aid. Linda seconded the motion. A vote was taken and it passed unanimously.
- New business:
  - Melissa accepted a donation of \$25 from Water’s Edge Condos. They recently used the library’s Program Room for their annual meeting. A thank you was sent on November 15.
  - Library website discussion – Marc Strange sent an email letting Melissa and the Trustees know that the Town is updating their website as it has to be ADA compliant by July of 2025. It discussed using Word Press and asked if the library would be interested. The Trustees and Melissa agreed. Plus, by obtaining a new website, it would be beneficial to the library staff as well as the patrons of the library.
    - Linda mentioned a new website source the Town is using known as “Lost in Ludlow.” John Gilfoil Public Relations is working with the town of Ludlow to get important news and information out about Ludlow. Also, it has a calendar of special events. It is a guide to Ludlow, MA.
  - Sign / Bulletin Board policy – to be discussed at the January meeting.
  - Fiscal Year 24-25 Budget discussion – Melissa completed the budget for the Hubbard Memorial Library. The total budget request for Fiscal Year 2024-2025 was in the amount of \$724,968.00. Melissa did a thorough job on the budget and the Trustees commended her.
    - \*\*\* A motion was made by Kathy to accept the Hubbard Memorial Library Fiscal Year budget for 2024-2025 in the amount of \$724,968.00. A second was made by Ruth. A vote was taken and it was passed unanimously.
- Adjournment:
  - \*\*\* Kathy made a motion to adjourn the regular session meeting at 5:10 pm and enter into executive session and not return to the regular session meeting. Ruth seconded the motion. A vote was taken and it passed unanimously.

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Kindly submitted by:

Kathy Ouimette, Secretary

Date approved on: 1-7-25

By Board of Trustees:

Linda J Collette, Chair

Name

Date

1-7-25

Kate Saunders

Name

Date

1-7-25

Kathy Ouimette

Name

Date

1-7-25

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