

**Board of Library Trustees Minutes**  
**Hubbard Memorial Library**  
**24 Center Street, Ludlow, MA 01056**  
**BOARD OF LIBRARY TRUSTEES MEETING**  
**Tuesday, January 7, 2025 at 4:00pm**

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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 for: September 3, 2024, October 1, 2024, November 5, 2024 and December 3, 2024. \*\*\*A motion was made by Ruth to approve the Board of Trustees meeting minutes for September 3, 2024, October 1, 2024, November 5, 2024 and December 3, 2024 and Linda seconded the motion. A vote was taken and it passed unanimously.
- Director's report
  - Review of stats:
  - December Numbers:
    - Total In-Library Visits: 2,536.
      - Total 2024 In-Library visits 32,933 this does not count people who only attended a program on the lawn. Not bad considering all the closures due to renovations.
    - Reference Questions: 112.
    - The library deposited \$383 to the treasurer for the month.
    - Adult program - attendance:129.
    - Juvenile Program - Attendance: 1520.
    - Mobile print: 353 Pages.
    - Wi-Fi connections: 748.
    - 58 total, 6 community members meeting room bookings, sm. rm was closed for renovations for 8 days, lg rm 2 days.
    - The library added 416 new items, some are flood replacements.
    - 248 Discarded items, 5 bad status items deleted.
  - The Hubbard Memorial Library received \$33,580.81 in State Aid from the Massachusetts Board of Library Commissioners (MBLC).
    - The Hubbard Memorial Library received 3 Cultural Council Grants. One in the amount of \$575 for the Community Collectibles Appraisal program, \$500 for the Jim "The Spoon Man program and \$525 for the Tanglewood Marionettes present The Fairy Circus program. These programs will be added to the library schedule once a dates and times are confirmed. The

Trustees noted that the Cultural Council is a valuable sponsor of the Hubbard Memorial Library and the Trustees along with Melissa are very thankful for their support.

- Melissa is working on the Town Annual Report which is due to the Board of Selectman's Office by February 7, 2025.
- The Massachusetts Board of Library Commissioners (MBLC) annual action plan was submitted and approved by the MBLC.
- Melissa has applied for a MBLC LSTA Explore Grant. This grants-5 P 1:23 description is: "Preservation Assessment provides libraries funds to support preservation planning goals and the identification of digital collections stewardship. Preservation assessment types include physical preservation assessments, digital curation readiness assessments, and fine and decorative art and object condition reports." This could give the library some guidance on preservation efforts. We have not heard the results of this yet. Submitted a letter of intent for an LSTA Impact grant (July & Melissa) for additional youth room staffing and benefits. It was declined because it is not eligible for the program.
- Melisa reported that the library has reverted back to the old fax machine since Xerox could not follow through on what the library had asked for. The coin op for the new copier is now working properly. Melissa was looking for Kathy to rescind her motion from the December meeting as the cost charge would have been a \$1.00 per page for the fee for usage of the new fax machine. \*\*\* Kathy did make a motion to rescind her motion from the December meeting for the \$1.00 fee per page, which would have been the fee for the new fax. Ruth seconded the motion. A vote was taken and it passed unanimously.
- The repairs by Cogswell on the sprinkler system is mostly complete. The "water gong" was not repaired as the tech who came out for the service call questioned if it needed to be replaced. The dry system and the preaction system both are clogged with gunk; Cogswell recommends a system flush when the weather gets warmer. Dave Ritchie agreed that flush should be done to take care of the problem.
- Melissa reported that she plans to taking vacation days on March 3-5. She asked the Trustees if the meeting for March could be scheduled for March 11 instead of March 4. The Trustees agreed to that date.
- Melissa will be attending the January 19<sup>th</sup> Senior Abatement meeting at town hall for her selection of senior abatement workers for the library.
- Melissa would like to plan a staff training /wellness / appreciation day in April for National Library week (4/6-4/12). She noted that National Library Workers Day is on April 9. Melissa was possibly going to look for a sponsor for the appreciation day for lunch portion of the meeting. She was thinking of asking one of the banks in town for their support. Linda said she could help with that. Melissa and her staff agreed that National Library Week would be ideal time for this program. The Trustees agreed.

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- **Unfinished business:**
  - Flood restoration and mitigation – Melissa reported that the new door installation has been completed by Stanley Door.
  - Window restoration – Purchase order released to Larochelle
  - Masonry – Melissa reported that the work is completed, which included the roof repairs.
  - Meeting Room Policy Discussion – Edits were made and Kathy and Melissa will get together to review the edits. Then the document will be discussed and voted on at the February meeting.
  - Directory type Signage - On hold.
  
- **New business:**
  - Town wide ADA grant – Meliss is looking into this grant to see if it possibly could cover the cost of the new signage.
  - Lamp post repair – A repair was done for now by LaPierre Electric as it has been anchored. In the Spring, a permanent repair will be done.
  
- **Open Discussion:**
  - Linda would like to have an “Open House” that includes the staff of the library and the Trustees once all the renovations and repairs have been done. She suggested September. Also, she suggested possibly doing a “Wine Tasting” as she has spoken with some local business people who would possibly donate the wine. Ruth said, she would like to do an “Open House” that would include children and their families. All liked these suggestions and will be discussed at the next meeting to secure some dates.
  
- **Announcements –** Kathy will not seek re-election for her Library Trustee position. She said she enjoyed her time as a Trustee but with her husband now retired as well as herself, they will be doing some traveling.
- **Executive session –** None needed.
- **The next Board of Trustee meeting will be on Tuesday, February 4.** Also, due to Melissa being on vacation the first week of March, the Trustee’s meeting will be held on March 11, 2025.
- **Adjournment –** A motion was made by Kathy to end the Trustees meeting at 5:08 pm and Ruth seconded the motion. A vote was taken and it passed unanimously.

Kindly submitted by:

Kathy Ouimette, Secretary

Date approved on: 2/4/25

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TOWN OF LUDLOW

By Board of Trustees:

Linda J Collette

Name

Kate Saunders

Name

Kathleen C Ouimette

Name

2.4.25

Date

2/4/25

Date

2/4/25

Date