

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

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

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TOWN OF LUDLOW

- Meeting called to order at 4:02 pm.
- Pledge of Allegiance
- Approval of minutes for July 16, 2024, August 8, 2024 and January 7, 2025. **A motion was made by Ruth to accept the minutes from July 16, 2024, August 8, 2024 and January 7, 2025, it was seconded by Linda. A vote was taken and the minutes were all approved unanimously.
- Director's report
 - Review of January stats -
 - Total in-library visits – 2,906
 - Reference questions: 41
 - We deposited \$512.72 to the treasurer for the month
 - Adult program attendance: 166
 - Juvenile program Attendance: 1,203
 - Mobile print – N/A Pages
 - Wi-Fi connections: 1,009
 - 85 total, 9 community members meeting room booking, library bookings 76
 - The library added 510 new items, some are flood-based replacements
 - Discarded 178 items, 17 bad status items deleted
- The library added a new Database called Heritage Hub that can be used to look up obituaries. The library added the database as the staff gets asked if we have such a program.
- Melissa attended a Ludlow workgroup meeting at the Ludlow Senior called Dementia and Age Friendly Ludlow.
- Olivia met with the Ludlow Senior Center to discuss their history project.
- The library continues to order books for the Senior Center for their Book Club.
- Olivia is working on the library's website by going through PDFs to ensure it is ADA compliant.
- As reported last month the Trustees were notified that Morgan gave her notice and she will be leaving on February 12. Olivia has been working with Morgan on her tasks before she departs. The Trustees wish Morgan the best of luck on her new job.
- Melissa, July and Olivia met with JGPR in regards to the new website, which is still in the early development stages.
- Melissa reported that due to decrease usage, July weeded the juvenile CD (movies & music) collection. Melissa and July will look into a smaller fixture to replace the original one that took up a large space in the Youth Room.
- Unfinished business:
 - Melissa gave the Trustees an update on the Historic Window Restoration Project. Larochelle Construction has prepped for the restoration project this week. Linda worked with Melissa during this process. There are 33 windows that have to be restored. Here is the order of the window restoration replacement process: 2nd floor Large Program Room, 2nd floor Small Conference Room, 1st floor Reading/Magazine area, 1st floor Reference area and lastly the turret.
 - Meeting Room Policy discussion. A few more changes were made. Melissa now to submit document with changes to our Town Counsel for their review.
- New business:
 - Elevator Inspection failed and is on a 90-day certificate. Worcester Elevator to work with Melissa on options to bring the elevator up to code. More information to come on this.

- The L-2 Library Technician is open due to the resignation of Morgan. The L-2 position will be posted internally first. However, Melissa has suggested a name change of the position keeping with terminology of today's library position titles. The title of the position would change from Library Technicians to Paralibrarian. The Trustees agreed with Melissa. ** Ruth made the motion to change the L-2 position from Library Technician to Paralibrarian. A second was made by Linda. A vote was taken and it passed unanimously.
- The Library's Annual Report written by Melissa and Linda was given to the Board of Selectman's Office.
- Trustees reviewed the new Town of Ludlow Remote Work Policy, which currently is a procedure and do not have an official policy as of yet.
- Open Discussion
 - Parking Lot Report, there have been several complaints and altercations in the parking lot recently stemming from a lack of parking and/or not having a pick-up/drop-off zone with a patron nearly calling the police. This has been duly noted by the Trustees. The Library should ask for another meeting with the Selectboard, Marc Strange (also currently serving as the Town Planner) and the Department of Public Works to continue the discussion on a solution for the parking lots. Due to the Library's Strategic Survey and the Town's Strategic Survey, the parking lot issue was at the top of the list. The Library only has the 4 spaces by the library and the adjacent parking lot is considered the town's Municipal Lot. There is not enough parking with the 4 spots that the Library has and even the Municipal Lot fills up very quickly as the Hubbard Memorial Library is a popular place for all townspeople as well as our surrounding communities. Also duly noted, is the fact that the Library spaces as well as the Municipal Lot is still under construction which causes more of a problem and then add snow on top of that. This issue needs to be resolved as there is adjected town property to the Library and the Municipal Lot.
 - Announcements: None
 - Correspondence: Massachusetts Board of Library Commissioners postcards and Federal Funding handout.
 - Adjournment: ** A motion was made by Kathy to adjourn the meeting at 5:44 pm with a second by Ruth. A vote was taken and it passed unanimously.

Kindly submitted by:

Kathy Ouimette, Secretary

Date approved on: 3.11.25

By Board of Trustees:

Linda Collette

Name

Ruth Saunders

Name

Kathleen Ouimett

Name

3.11.25

Date

3/11/25

Date

3/11/25

Date

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