

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

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BOARD OF LIBRARY TRUSTEES MEETING
Tuesday, May 13, 2025 at 4 pm

TOWN OF LUDLOW

Attendees: Linda Chapman Collette-Chairman, Antonia (Toni) Golinski-Foisy- Trustee/
Secretary, Melissa Rickson-Director, Olivia Eberli-Reference & Technology Librarian,
and Roz Forti, Friends of the Library. Absent: Ruth Saunders, Trustee

Call to order: 4pm

Pledge of Allegiance

Minutes: Toni Golinski-Foisy made a motion to accept minutes of the April 8, 2025
Board of Trustees' Meeting. Seconded: Linda Chapman Collette. Motion passed.

New Business:

- At the April 8, 2025 Board of Trustees' meeting, Melissa was asked to provide trustees with graphs as a comparison tool to measure trends/activity over time, January 2024 through each month in 2025. The graphs depicted total patrons using the library, total circulations by checkout month, circulation of materials by category (books, DVDs magazines, large print books, and other items that make up total holdings in the library), and activity levels at the circulation desk by the day of the week and hour of the day.
- Staffing update: the L-1 Paralibrarian candidate begins on May 27. The Library Page position has been reposted.
- Board of Selectmen assigned their liaisons with Manny Silva remaining in place as liaison to Hubbard Memorial Library.
- Melissa has begun working on updating the library's emergency action plan often referred to as an emergency response manual. This is a guide to help staff know what to do in the event of a disaster or crises.

Unfinished Business:

- Melissa completed the Remote Work and Flexible Hours Policy. Trustees were given a copy to review. Toni made a motion to accept the policy as written. Linda seconded the motion. Motion passed.
- Budget FY2026-Selectmen approved a level funded budget for the library. Some line items took a small reduction to accommodate a slight increase due to personnel contractual obligations.
- Historic Window Restoration Project update/discussion-the two half circle windows (one in each meeting room) were reinstalled as of May 7, 2025, an email was sent to Dan Laroche, President of Laroche Construction Inc. and Kevin Riordan, and Lindsay Manning of Dietz & Company Architects Inc. and other parties involved for a status update of project. At this time, the project appears to be stalled. The completion date was planned for June 1, 2025. Melissa will reach out to them again for an explanation.
- On May 3, 2025, the Board of Library Trustees met with Board of Selectman James Gennette regarding an adjacent property at 13 Park Place purchased over a decade ago. The intent of the property was to be used for additional

parking. Melissa was able to secure needed documents with prompt replies from the following offices: Assessors (Paula), Town Clerk (Kim and Chris), Building Department (Sarah) and DPW (Jim). A letter was also sent to the Board of Selectmen signed by the Trustees requesting actions on the use of this property. Selectman Gennette also suggested that a few diagrams be added to maps for easy identification, as well as, outlining in color the area to be addressed.

- The new exterior bench was delivered to the library. Melissa contacted Steve Santos and Jamie Tomas to see when it can be installed.

New Business:

- Two staff members have requested FMLA leave: one staff leaves in May and the other begins in June. Other members of the staff are being trained to cover regular duties and services provided by those on leave.
- There will be no Trustees' meeting in July 2025.
- Summer hours of operation begin after June 21; the last Saturday open during the summer. The library resumes Saturday hours on September 6, the first Saturday after Labor Day. Resetting hours of operation for Saturday to 10 am-2 pm was suggested to better accommodate our patron's needs. A motion was made for new hours by Toni and seconded by Linda. Motion passed.
- Job descriptions for both the Library Director and the Board of Trustees will be reviewed to update and reflect any changes needed.

Announcements: None

Adjournment: 5:03 pm. Motion made by Toni; seconded by Linda. Motion passed.

Kindly submitted by:

Antonia Golinski-Foisy, Secretary

Date of approval June 10, 2025

By Board of Trustees

Linda Collette
Name

6.10.25
Date

Antonia Golinski-Foisy
Name

6-10-25
Date

Leah Saunders
Name

6/10/25
Date