

Board of Library Trustees of
Hubbard Memorial Library
24 Center Street Ludlow, MA 01056
Minutes: Tuesday, April 7, 2026 @ 4 pm

RECEIVED
TOWN CLERK'S OFFICE
2026 MAY 15 A 10:49

Attendees: Linda Chapman Collette, Ruth Saunders, Antonia (Toni) Golinski-Foisy, and Melissa Rickson-Director. TOWN OF LUDLOW

Call to order 3:55 pm

Pledge of Allegiance

Reorganization of Board: Antonia Golinski-Foisy nominated Ruth Saunders as new Chair.

Ruth accepted, Toni seconded. Vote unanimous. Linda Collette nominated Antonia Golinski-Foisy as Secretary. Toni accepted; Ruth seconded. Vote unanimous.

Public Comment: none

Approval of minutes: February 10, 2026 meeting minutes approved unanimously.

March New Numbers

Patrons: 53

Reference Questions: A: 81 J: 47

Items circulated: 5,936

Funds deposited: \$892.96

Adult program attendance: 173

Juv. Program Attendance: 1013

Mobile print: 167 orders, 734 pages

Wi-Fi connections: 892 connections

Computer Sessions: 399 logins (256 Adult, 143 Children) Time: 360 h 38 m

Faxes: 8

70 total, 17 community members meeting room bookings, 53 library bookings

New items added 195

Discarded 106 items

Director's Report

- On March 4, Melissa cleared ice from the property that the DPW did not clear. A conversation took place with Marc. He mentioned that Jodi and Heather also do this task at the Senior Center. Melissa briefly met Jamie Tomas, Director of Public Works. He stated he would notify Melissa by 7:30 am whether the grounds were cleared after a snowstorm. This would allow Melissa to determine if a delay in opening was needed and determine a different opening time, so staff and the public have access to the parking lot and library services.
- Melissa attended the Town Department Heads Meeting on March 4.
- On March 5 the melted ice refroze overnight, and the parking lot was not salted. A fall occurred by a staff member in the parking lot. Jamie Tomas, Public Works and March Strange, Town Administrator were immediately notified. An employee from the DPW was sent to salt the driveway and walkways. The library had a delayed opening for 10 am.
- A new quarterly patron count was performed for the week of March 21; recorded count was 751 patrons.
- Also, during the same week the library recorded the biannual delivery survey with 436 items placed into delivery.

- Three quotes for the cleaning contract were obtained and transferred to Marc Strange and Brittany Beaumier in order to complete the process.
- The Spring HVAC service was scheduled for May 4.
- Megan began offering library Tech help appointments again.
- The youth and adult services department launched Spring into Summer reading programs. This will run through school vacation and National Library Week.
- The microwave in the staff room broke and was replaced with Memorial Fund funds.
- One circulation desk monitor stopped working; one was brought over from town hall to replace it.
- The changeover of departmental Gmail accounts to CWMARS accounts was completed. Past accounts will be held over for the time being. There are still some Gmail accounts used for Minecraft Club. Deleting those would mean losing the game's access. Matt from IT and Melissa are still working on this.
- Dave Ritchie, Facilities Manager repaired 2 leaking toilets and a dripping sink
- Carla began working in the L-1 position. She will be providing a writers group program monthly at our library. She obtained a scholarship to attend the MLA conference while working in her previous library. She is nominated for the Massachusetts Library Association Para-librarian of the Year award, which she may be awarded at the conference. Melissa has given her permission to attend as professional development days, and they will look over the schedule and decide which sessions she will attend together. Additionally, Carla completed the Niche Academy reference interview webinar.
- Amanda took a Libby webinar to remain up to date with the app.
- As per tradition, the last Saturday for the summer is scheduled to be June 20 and we will reopen September 12, the Saturday after Labor Day.
- Melissa attends the Select Board meeting on April 7 and was notified of Jury duty for April 16.

Unfinished business

- The library will be closed April 14 in observance of National Library Worker's Day and Employee Wellness and Training Day. DISC program helps library staff to understand one another's work styles and communication preferences. This training provides communication tools and enhanced teamwork strategies for strong teamwork and workplace success. Trustees will present staff with recognition awards for their daily dedication and teamwork efforts.
- Window restoration- part of the original "eyelid" window in the historical meeting room has been boarded up for continued repair and newly installed hinges and hardware in windows need to be replaced with a more vintage/historical style.
- Signage update- Melissa asked to have even spacing on the new signs, especially regarding the top and bottom of the signs.
- The library's website on the Town's website is almost complete.
- Engagement with Friends of the Library- Both Linda and Ruth attended the Friend's meetings in February and March respectively. Megan, the new Reference Librarian, will be attending the Friends meetings monthly to provide current information on upcoming efforts/programs/collections.

New Business

- Trustees and Melissa have reviewed and edited the Youth Services Librarian job description to update and change as needed. The position will be posted/advertised at the end of April.

- Melissa discovered miscredited library Wi-Fi grant funds. She found them under an incorrect deposit number. She has contacted Cheryl Allen, Town Accountant and Marc Strange, Town Manager and requested who the auditor contact is. She has also requested any additional procedural information in order to restore the funds to the proper library account

Open Discussion

- Trustees will compose an invitation at the May 12th trustees meeting to Marc to attend an upcoming meeting, so everyone has all the information to effectively resolve the miscredited funding. Trustees also will discuss snow removal procedures.

Announcements-none

Correspondence

- Massachusetts Board of Library Commissioners – the MBLC has issued flyers to libraries regarding state aid to public libraries. These flyers are available to the public. The commissioners provide information about the importance of state aid and guidelines on the use of monies. Each year, public libraries fill out financial and informational data about the use of the library. Starting in June, librarians attend the workshops; the statistics survey opens online in July and in August the survey closes. More workshops are held in September, and forms are due in October. Libraries are notified in November and December to learn of their certification and issuance of checks to libraries who are certified.
- Melissa received a request for a room booking for a Homebuyer Seminar at the library. She provided a copy of the Meeting Room Policy highlighting the types of uses of the meeting room. The Trustees confirm that the policy is clear that space cannot be used for sale, advertising, or promotion of products and services. An update will be given at the upcoming meeting.
- Correspondence from Marc Strange regarding a request from town department heads to notify his department of any dates department head will not be in the office/out was discussed.

Adjournment: 5:31 pm

Kindly submitted by Antonia Golinski-Foisy, Secretary

Date of approval Antonia Golinski-Foisy
 By Board of Trustees:

Name Ruth Saunders, Chair Date 5/12/26

Name Linda J Collette Date 5.12.26

Name Antonia Golinski-Foisy Date 5/12/26