

*Town of Hubbardston*  
***Board of Library Trustees***  
**Meeting Minutes Thursday, February 2, 2023**  
**Meeting Location: Slade Building**

Members present: Tom Robinson, Bob Cronin, Morgan Brinker, Krista Goguen

Members absent: Connie Strittmatter, Josephine Amato

Also present: Christine Barbera, Library Director

Meeting called to order by Vice Chair Tom Robinson at 7:06 PM

**AGENDA:**

- **Library Director's report**

Christine Barbera presented the Library Directors Report and library budget summary

Curbside Pickup 0, Patrons 193, Student visits 292, New Cards 3

Volunteers' 2 with a total of 5 visits and a total of 13 hours for the month

Face Book Totals

-Facebook Page Reach Jan 444 / Dec 448 / Nov 203 / Oct 855 / Sept 1777 / Aug 183 / July 658 / June 2110 / May 807 / April 5465 / March 2912 / February 3,131 / January 579

-Facebook Total Page Likes Jan 802 / Dec 787 / Nov 785 / Oct 781 / Sept 768 / Aug 740 / July 735 / June 735 / May 725 / Apr 721 / Mar 713 / Feb 695 / Jan 687

-Page followers Jan 878 / Dec 880 / Nov 878 / Oct 874 / Sept 860 / Aug 833 / July 825 / June ? / May 810 / Apr 805 / Mar 797 / Feb 775 / Jan 767

-Facebook has changed their Meta Suite Insights page, and I cannot locate the numbers of check-ins for January. Checked in to our location Dec 177 / Nov 180 / Oct 181 / Sept 181 / Aug 178 / July 178 / June 177 / May 173 / Apr 173 / Mar 173 / Feb 173 / Jan 173

-Instagram Page Reach Jan 3 / Dec 26 / Nov 1 / Oct 1 / Sept 0 / Aug 2 / July 16 /

-Instagram followers Jan 39 / Dec 38 / Nov 35 / Oct 32 / Sept 27 / Aug 26 / July 26 / June ? / May 18 / Apr 16 / Mar 12

Most popular posts #1 Thank You Hubbardston DPW! 251 / #2 We Have Heat!!! 210

Most popular event Reintroduction of Story time 817

Wifi connections Jan 95 / Dec 78 / Nov 136 / Oct 142 / Sept 142 / Aug 93 / July 71 / June 134 / May 128 / Apr 101 / Mar 124 / Feb 105 / Jan 81

**Library Numbers:**

-Hubbardston Items Circulated (Regardless of location) Jan 1504 / Dec 1097 / Nov 1247 / Oct 1308 / Sept 820 / Aug 1218 / July 1232 / June 1138 / May 1569 / Apr 1607 / Mar 1404 / Feb 1030 / Jan 1121 / Dec 964

-All Items Circulated at Hubbardston (Regardless of ownership) Jan 1546 / Dec 1143 / Nov 3058 / Oct 1247 / Sept 735 / Aug 1068 / July 1211 / June 1076 / May 1477 / Apr 3997 / Mar 3652

/ Feb 955 / Jan 1176

-Requested Holds Jan 273 / Dec 187 / Nov 252 / Oct 199 / Sept 246 / Aug 256 / July 269 / June 219 / May 104 / Apr 132 / Mar 213 / Feb 228 / Jan 233

-Total Number of Patrons registered at Hubbardston 1453 Total Number of Items: Jan. 12,103

-Overdrive Total Checkouts from Hubbardston Patrons FY21 4,544 (not updated) For Jan 491 / Dec 364 / Nov 473 / Oct 456 / Sept 447 / Aug 524 / July 483 / June 437 / May 449 / Apr 381

The library was closed Monday January 2<sup>nd</sup> for New Years, Monday January 16<sup>th</sup> for Martin Luther King Jr Day, Monday January 23<sup>rd</sup> due to the storm and Tuesday January 24<sup>th</sup> due to no heat. Royal Steam came and fixed the boiler, as there was a low water indicator. We opened at 12:30 on Wednesday January 25<sup>th</sup>. The Senior Book Club met on January 25<sup>th</sup> and discussed "The Art of Racing in the Rain" by Garth Stein. There were 5 in attendance. The "Not Just Knitting" program with Toni was held Tuesday January 31<sup>st</sup> with 4 attending. The display in the Adult Reading Room for January was Financial Health and the Children's reading room offered books for Martin Luther King Jr. day.

I have hired Patricia Lowe to be our Story Time Leader. Her first Story time will be held February 1<sup>st</sup>. I have also hired Anne Goewey as the Assistant Librarian. She will begin February 6<sup>th</sup>.

- **Meeting minutes for [January 2023](#)**

Motion to approve the January 23 minutes made by Morgan, 2nd Bob. All approve with adorn time typo corrected.

- **Town awarded funds for repairs - Next Steps**

### **CPC Funds**

- **Electrical Update**  
Tom has scheduled a walk through next week with Mr Goldsmith from Barre.
- **Foundation Repair (DPW assistance?)**  
Chris contacted Travis. Will wait for Spring to make an appointment for a walkthrough to discuss the work needed.
- **Monty Tech update**  
Morgan met with Ryan Rege at Monty Tech. Students are not allowed to work on historic buildings. Monty Tech staff will help us with recommendations and contacts for a project manager to coordinate the library's various capital projects. She will also follow up with the Town Administrator on his recommendations.

Krista and Morgan will investigate resources provided by MBLS for library maintenance and construction. Krista will post a message to the MBLC Trustees Discussion list requesting recommendations. Morgan will also check with other area libraries to find out who they have worked with for maintenance and construction. Tom will investigate the Mass Historical Commission list of contractors and other trades licensed to work on historical building

- **Capital Improvement Updates**

- CIPC meeting – January 9
- CPC - February 9

**CIPC and CPC:** Tom clarified the roles of the CIPC and CPC: The Capital Improvement Planning Committee is a primarily planning committee. The Community Preservation Committee allocates funds received from the State. Both CPC and CIPC can make recommendations/allocations for projects but their funding sources differ. Project recommendations/allocations from both committees must be approved at the Annual Town Meeting.

Trustees reviewed the notes from the January CIPC meeting and discussed upcoming CPC deadlines:

Morgan and Connie attended the CIPC meeting on January 9 to answer questions that the board had in relation to our proposal for an architectural engineer. The committee asked why we needed an architectural engineer. We explained that we had several projects that we were struggling to complete and wanted someone to assist us to ensure that we are proceeding with projects in a logical order. The committee was receptive to our proposal and appreciated that we were trying to be good stewards and acting in good faith. **Suggestions from the committee:**

1. Hire an organization? Project management (OPM) instead of an architectural engineer as they viewed this more as a project management project.
2. They weren't sure \$6000 was enough so they may be willing to increase the amount we requested
3. Nate will help us identify an OPM to work with us.

**To Dos:**

1. CPC is meeting on Thursday February 9 at 7pm in the Slade Building. They would like a progress report on the brick repair and 1st (main) floor rehab. Connie can attend the meeting but others are welcome to attend as well.

Follow up: Tom will draft a progress report for Connie to present to the CPC on 2/9

2. Do we want to submit a proposal for a capital planning consultant? If so a proposal needs to be submitted by Feb. 6. Connie can't work on that as she is away so someone would need to take lead on that. (Reminder: We have a funding request for a planning consultant with CIPC)

Follow up: Tom will submit a proposal to CPC by 2/6 to request \$9000 to pay for the initial one year of OPM consulting (Operations Project Management) during the next fiscal year 7/1/23-6/30/24. This supersedes the previous request for \$6,000 for a consulting engineer.

- **Furnace/boiler update**

Chris worked with Royal Steam. They replaced the leaking pump and spigot and the malfunctioning low water indicator. The boiler is now working well.

- **Cable Commission Meeting – January 31**

A representation of the Library Trustees will attend the February or March meeting.

- **Library Director Performance Review Process**

Chris completed a performance review of library assistant Gabby Walker in January. Chris included a 2% cost of living increase in the library budget submitted for next year.

Tom motioned to adopt the following procedure for the performance review of the library director. 2nd Krista All in favor.

Trustees will investigate how the performance review could include a merit pay increase. This would have to be in the budget so the evaluation timeframe was adjusted to coordinate with the Town budget process. Tom nominated Morgan and Krista or Connie to conduct the evaluation for the Trustees.

**Timeframe**

The Library Director should be evaluated on an annual basis. Performance reviews should be completed by March.

**Process**

In early February, the Library Director prepares a narrative self-assessment of their performance over the past year which includes success and challenges. The Director also identifies goals for the upcoming year. The self-assessment is submitted to the Library Trustees for their review at the March meeting and can be discussed in Executive session.

The Library Director meets with **two representatives of the Library Trustees** to discuss their work over the past year and goals for the upcoming year. The evaluating group completes the performance evaluation form and discusses it with the Library Director for review and signature.

- **Library Website Review**

The Town Administrator is forming a communications/social media task force and conducting a Town website review. Town Committee chairs are asked to review their pages on the Town website and make sure they are up to date. The Library Trustees pages are part of the Town website but the Library Website is hosted by a different vendor. Trustee pages are up-to-date. Agendas are posted by Toni and Krista is posting the minutes as they are approved. The location of our meetings should be changed from the library to the Slade building.

Chris explained the Library website vendor is making upgrades and she is working with the vendor to develop a new template for the Library website. Once the upgrade is completed, Library policies, strategic plan, and Library Trustees information will be added and all other

information about library services will be updated. Trustees will consider a subcommittee to work with Chris to review the new website.

#### **Future agenda items**

- **Policies Review - next policy will be Public Services (March meeting)**
- **Library scholarship info, rubric, advertising (March meeting)**
- **Library Director Self-Evaluation (March Meeting - executive session)**
- Review required ARIS and Financial annual reports submitted to MBLS by the library
- Develop a calendar for the Trustees, financial and other activities
- Discussion/ideas about ADA compliance
- Heat pump replacement discussion
- Further Grants research information/discussion including ALA
- Review open meeting and Executive Session law

Motion to adjourn made by Morgan and 2nd by Bob. Meeting adjourned at 8:12 pm

Respectfully submitted by Krista Goguen

Next meeting: Thursday March 2, 2023, in the Slade Building