

Town of Hubbardston
Board of Library Trustees
October 10, 2019

Members present: Josephine Amato, Tom Robinson, Morgan Brinker, Connie Strittmatter and Johanna Henning.

Absent: Heather Bourque

Also present: Christine Barbera, Interim Library Director

Meeting started at 7.06 pm

Minutes read and approved.

Director's Report – Chris

- The State report has been submitted.
- The boiler will be cleaned in November. It needs to be inspected and certified.
- The boiler has been programmed to go on half an hour before the Library opens and to go off half an hour before the Library closes.
- The Family Book Club has started.
- The Senior Book Club will begin November 6.
- Chris is preparing for next summer's reading program.
- Programs are being selected for Cultural Council grants.
- The Wizarding Workshop program went well and had 12+ children attending.
- The Hubbardston newsletter, Hubbliving.com has inquired about using the Library to host a raffle benefiting Community Holiday Outreach Program (CHOP). There was a discussion about handling the money and having an outside interest using the Library. Josephine will email the town administrator, Ryan McLane, to make sure it is legal.
- CWMARS is writing a letter to MacMillan Publishing, since they are only allowing one e-book copy of any given title for the entire system.
- The library book sale will take place the first weekend in December, to coincide with the Senior Center Fair and the church's Gingerbread Fair.
- Chris will look into the Library getting a PayPal account for this and any other Library fundraisers and run it by the town tax collector.

Facilities

- The Town Clerk is asking about painting a water-damaged wall. It was determined at the meeting that the Town needs to locate the source of the damage so it can be fixed prior to painting.
- All at-grade window frames are rotting.
- Cornerstone Masonry did a walk around the foundation of the Library to assess what needs to be done. Some of the problems are caused by water; the retaining wall is acting as a dam, since there is no drainage from it. Of the four downpipes, one goes to a dead-end, two lead to a good drain and the destination of one is unknown. Cornerstone estimates \$40,000 to do all the work needed to fix the foundation. The Library will look into getting assistance to pay for the work from CPA and Senator Gobi.
- The well out front has had the standing water in it tested by ETR Labs. It was found to contain lead and coliform bacteria. Tom went to the Board of Health about this and told them that the

well is going to be closed by filling it with sand, which will prevent any future collapse. Gagne will witness the filling of the well and sign off on it.

- The annex roof and skylight repair need to go out for bid; the Library has an \$11,000 budget for it.
- Tom brought up the Winchendon Library ADA access work that was done by Abacus Architects, which he thinks was thoughtfully and well done. He is going to contact David of Abacus to review the plans that Stephen Hale had drawn up a number of years ago, to see how they have held up over the years, since materials, techniques and laws have changed. If new plans are needed, Abacus would charge between \$30,000 - \$35,000 for them.
- Ryan McLane had emailed Josephine about the annual budget, since there was nothing in place for FY2020-2021 as a capital project. Discussion of 5-year plan and capital expenditures. The present decisions made are:
 - 2020 the annex roof at \$11,00.
 - 2021 foundation work at \$40,000 and an architectural assessment and study plans, \$42,000
 - 2022 window work and boiler replacement \$18,000
 - 2023 basement flooring and meeting room rehabilitation \$20,000
 - 2024 upgrade of the electrical system \$120,000 - \$125,000

Other business

- Amanda Kerry of MOC (Montachusett Opportunity Council) spoke with Morgan about wanting to have a presence in Hubbardston. MOC offers playgroups, early education and storywalks and wants to know if the Library might be a host location.
- Hubbardston Center School PTO is having “Bingo for Books” February 28.
- Field Day went well; there was a suggestion that instead of bringing items to the event that a good poster of what the Library offers be made up.
- The Caterpillar Lab does not accept grant applications until December.
- The Library Trustee meeting is being moved to the first Thursday of the month to accommodate all the trustees.

Meeting ended at 8.28 pm

Next meeting, November 7, 2019 at 7 pm

Respectfully submitted, Johanna Henning