

Town of Hubbardston
Board of Library Trustees
Meeting Minutes

June 2, 2022 at 7PM

Members Present: Josephine Amato, Connie Strittmatter, Bob Cronin, Tom Robinson, Krista Goguen, Morgan Brinker. Also Present: Chris Barbera, Library Director

Meeting called to order at 7:05 pm at the Hubbardston Library by Chair Josephine Amato.

AGENDA:

- **Library Director's report**

Chris Barbera presented an overview of the June Directors Report. Facebook stats continue to increase. Hubbardston Library is part of EQUAL (East Quabbin Area Libraries) with collaborative posting of programs. Patrons visits = 406 (including 186 during class). Wifi usage increased. Checkout numbers were steady, but items circulated decreased from the previous month. This could be due to fewer children's books circulated during class visits during that month. The Senior Book Club met and discussed "The Wife Between Us" by Greer Hendricks with 7 in attendance. The June book club selection will be the "The Friendship List" by Susan Mallery. The display in the Adult Reading Room for May was "Royally Good Reads" and displayed a collection of fiction and non-fiction books that dealt with royal families. The Children's room display had a "Star Wars" theme. Both displays were very popular with our patrons. The Pastel Paint workshop was re-scheduled when Mr. Maichack fell ill. It has been rescheduled to June. The Community Read activity at the Harvard forest was also re-scheduled to the dangerous heat index that day. The event will be rescheduled to the Fall. During the Memorial Day parade, I opened the restroom for those who needed to use it. About 30-35 individuals took up the offer and were extremely thankful for its availability.

Trustees also reviewed the summary of library accounts. The State funds, Donations and Dog Fund, and named Trust funds can be rolled over year-to-year, but surpluses in the town-funded "Personnel, Employee Support, Services, Supplies" funds goes back into general funds. Services fund pays for heating oil. The supplies budget can be used for program costs. State Certification requires ATM funds at a certain level.

- **Meeting minutes for December 2021 and May 2022**

Motion to approve the December minutes Connie, seconded by Tom.

All who attended approved.

Motion to approve the May meeting minutes made by Connie, seconded by Morgan.

All approved.

- **Meeting with Town Administrator Ryan McLane**

Ryan was unable to attend. Josephine will invite him to a future meeting. Ryan provided Chris with copies of library energy audits on electric upgrades, insulation (wrapping) of heating pipes, and recommendation to move to heat pumps. Trustees would like to discuss with Ryan the ways the Town can help accomplish the library capital improvement plans and make sure all ATM-allocated funds for building and foundation repairs are spent. The library has several Trusts that are allocated for specific purposes. Some trust funds can be used for beautification plans for the library grounds after completion of the Town Center project.

- **Continue review of library policies including the current Filming Policy**

Discussion: The existing library filming policy is not formalized. There is value in filming some types of programs, e.g. lectures, but we need to have written guidelines for videotaping programs. Videotaping should be considered on a case-by-case basis and initiated by the library only for programs that could be of interest for people to watch as a video. Library director will decide if it is appropriate to video a program, confirm that it is ok with the presenter, then will contact public access cable for video recording. If the program will be recorded, attendees will be informed about the recording when registering, in the program announcement and a sign will be posted during the program. We can monitor to see if attendance drops off

Trustees will review a draft photography and filming policy based on the Boston Public Library Photography and Filming policy and will vote on a filming policy at next meeting

A Motion to adopt a statement on video recording Library Trustee meeting was made by Bob and seconded by Connie. Motion was unanimously approved.

Statement: Public meetings of the library trustees can be recorded with permission of the chairperson. A statement will be included in the recording to announce the meeting is being recorded. Executive sessions are exempt.

Tom proposed the Trustees discuss with the Cable Committee the allocation of funds to update the southeast basement meeting room with meeting room technology, e.g. 1-2 camera, microphone, speakers, projector and screen, with computer hook up.

- **HPL scholarship update, if available**

Information was distributed to all area High Schools, but no applications have been received so far. The deadline is June 30, which is after graduation. Reminders will be sent and shared on Social Media and the town email list. Trustees will review applications in July.

- **Report on Central Mass Library Advocates webinar on library Collection policies.**

Notes from the webinar were shared with the Trustees. Krista and Chris summarized the purpose of library collection development policies to describe: what types of materials the library collects, how library materials are selected (e.g. reviews, patron requests), the scope of the library collection, and a process for patron complaints about library materials.

Trustees will review a draft Collection Development Policy at the July meeting.

- **New or old business**

Road Race update - next meeting

- **Discussion of future activities for the 150th anniversary.**

This year's Road Race (on September 10, 2022) will be the 25th year and also the 150th anniversary of library services in Hubbardston. The Hubbardston Library Association started in 1872. In 1875, it was merged with a collection of books donated by Jonas Clark and moved into the current library building (also donated by Jonas Clark).

Ideas for the 150th anniversary include displays during the month of September of popular library books by decade, literary facts, and highlights of Hubbardston library activities over time.

Future Agenda items:

- Discussion/ideas about ADA compliance
- Trustee Board positions election discussion (Secretary and Chairperson)
- Heat pump replacement discussion
- Continue review of library policies
- Posting documents to Google drive
- Discussion of future activities for 150th anniversary
- Further Grants research information/discussion including ALA

Motion to adjourn made by Connie, seconded by Bob. Meeting adjourned 8:21 p.m.

Next Meeting: 7:00 PM, July 7, 2022 at the library.