

Town of Hubbardston
Board of Library Trustees
Meeting Minutes

July 7, 2022 at 7PM

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

Meeting called to order at 7:00 pm at the Hubbardston Library by Chair Josephine Amato.

AGENDA:

- **Library Director's Report for July**

1 Curbside Pickup; Patrons 465 (includes class visits totaling 183); 2 volunteers provided 11:15 volunteer hours for the month; 5 New Cards issued.

Facebook and Instagram:

- Facebook Page Reach: June 2110 / May 807 / April 5465 / March 2912 / Total Page Likes June FB 735 Inst, 12 / May 725 / Apr 721 / Mar 713 / Feb 695 / Page followers FB June May 810 / Apr 805 / Mar 797 / Feb 775 / Jan 767/
- Instagram May 18 / Apr 16 / Mar 12/
- Checked in to our location June 177 / May 173 / Apr 173 / Mar 173 / Feb 173
- Most popular posts #1 Pastel Workshop Pics 1121, #2 Scholarship Reminder 896

Wifi connections: June 134 / May 128 / Apr 101 / Mar 124 / Feb 105 / Jan 81 Dec 39 /

Library Numbers:

- Items Circulated from Hubbardston June 1138 / May 1569 / Apr 1607 / Mar 1404
- All Items Circulated at Hubbardston June 1076 / May 1477 / Apr 3997 / Mar 3652 /
- Requested Holds June 219 / May 104 / Apr 132 / Mar 213 / Feb 228 / Jan 233 /
- Total Number of Patrons registered at Hubbardston 1547
- Total Number of Items February 12,757
- Overdrive Total Checkouts from Hubbardston Patrons FY2021 4,544 (not updated) For June 437 / May 449 / Apr 381

Programs/Displays:

- 7 members of the Senior Book Club met and discussed "The Friendship List" by Susan Mallery. The July book club selection: "The Last Flight" by Julie Clark.
- The displays in the Adult Reading Room for June were "Back to the Future" (Science Fiction) and LGBTQ+ Pride Month. The Children's room display highlighted the Summer Reading Program "Read Beyond the Beaten Path"
- The Pastel Paint workshop was held on June 7th We had 16 people attend. On June 30th Ed the Wizard entertained 4 attendees with his "Impromptu Magic" program.

Chris will contact Titan Roofing contractor to reschedule them to replace and secure soffits.

We were closed on June 20th for the Juneteenth Federal holiday and we opened late on Wednesday June 29th.

The Library Director's Report also provided an overview of the library's budget.

Trustees asked about funding for library programs. Chris explained she typically uses the 'Donations account' or the 'State account' for library programs. The 'Services account' can also be used for programs. Hubbardston Cultural commission also provides grants to pay for some library programs.

Question about LGBTQ+ collection in the children's room and suggestion to coordinate cultural displays in both the adult and children's room, e.g. LGBTQ+ and History Months.

- **Road race 2022 update**

A '150th anniversary' graphic will be added on the back of this year's Road Race T-shirt to recognize the 150th anniversary of the start of the Library in the Mechanics Hall in 1872.

Note: the 150th anniversary of the current library Building will be in 2025 (1875-2025)

Road Race applications are available. Trustees can help on race day (e.g. with food set-up).

In conjunction with the Road Race, Trustees will create a display in the library in September highlighting events in the library's 150 year history. Connie shared a prototype of a display board. Suggest to also include information on how the Road Race funds are spent by the library, e.g. the scholarships. A subcommittee of Trustees will work on the 150th Anniversary of HPL display: Connie, Bob, Krista, Tom.

- **Meeting minutes for June 2022**

Motion to approve the June 2, 2022 minutes made by Bob, 2nd Connie. All approved.

- **Trustee Board positions election discussion (Secretary and Chairperson)**

Town Election results: Morgan was reelected and Bob was elected and both were sworn-in for 3 year terms.

As discussed at the May 2022 meeting, Trustee positions will be rotated for 1-year terms.

Morgan nominated Connie Strittmatter as Chairperson, Tom Robinson as Vice

Chairperson, and Krista Goguen as Secretary. Morgan made a motion to approve this slate of officers for 2022-2023. Seconded by Bob. All approve.

- **HPL scholarship update, if available**

Copies of the scholarship applications were distributed for Trustees to review and evaluate using a rubric. All three applications for the scholarships were judged strong. Morgan made a motion to increase the Scholarship Fund to award 3 scholarships for this year. Tom seconded. All approved. Scholarship funding comes out of the donation account.

Chris will make up the acceptance letters for the trustees to sign.

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

Motion to approve this Hubbardston Public Library Filming and Photography Policy made by Krista, 2nd Morgan. All approve.

Hubbardston Public Library Photography and Filming Policy

Please enjoy your visit to the Hubbardston Public Library. We are happy to have you take photographs of our building for your enjoyment. Photographing and/or filming and/or audio recording of members of the public, members of the Library

staff on duty, and public programs are prohibited unless permission has been granted in advance by the Library Director.

Motion to approve the Hubbardston Library Collection Development Policy and Request for Reconsideration Procedure made by Morgan, seconded by Connie. All approve.

Trustees will continue to review existing policies. Approved Library policies will be posted on the Library Website

- **New or old business**

- **Posting documents to Google drive**

Trustees should include the hubbtrustees@gmail.com email in Trustee correspondence. Agendas and Minutes documents created in the Hubbtrustees Google Drive may be forwarded to Trustees from hubbtrustees@gmail.com account. In addition to attached documents, links to access the documents in the Hubbtrustees Google Drive can also be included in distribution emails.

- **Meeting with Town Administrator Ryan McLane, possibly August 2022**

The Library's Capital Funding requests were removed from the Warrant at the Annual Town Meeting at the request of the Town Administrator. Tom will confirm if the eliminated funds were new requests and not renewal of previously funded projects.

Ryan will attend the August Library Trustees meeting to discuss how the town can assist in accomplishing the library's existing (i.e. already funded) capital plans. Tom now has information about the town's bidding process and a sample bid from the Hubbardston Police Dept HVAC request. In preparation for the meeting, Trustees will review the library's funding situation including the various Trust Funds designated for library use, and identify questions for the Town Administrator.

Motion to adjourn the meeting made by Morgan and seconded by Tom. Meeting adjourned at 8:10 pm

Next Meeting: 7:00 PM, August 4, 2022

Respectfully Submitted,
Krista Goguen, Secretary