

Town of Hubbardston
Board of Library Trustees
Meeting Minutes

Thursday, September 1, 2022 at 7:00 PM

Members Present: Josephine Amato, Morgan Brinker, Bob Cronin, Tom Robinson, Krista Goguen, Connie Strittmatter.

Also Present: Chris Barbera, Library Director; Tom Colyer, Cable Committee Chair; Gary Kangas, Cable Advisory Committee member; and Brittany Blaney Station manager of public access TV.

Chair Connie Strittmatter called the meeting to order at 7:02 pm at the Library

AGENDA:

- **Library Director's Report** - Chris Barbera presented the Library Director's Report
There were no Curbside Pickups but the library will continue to offer this services while COVID is still around. Patrons visits: 334; 3 Volunteers with a total of 9 visits and a total of 16 hours for the month. 2 New Cards issued.

Facebook Totals: This month's Facebook reach dropped, but other FB totals are similar.

Facebook Page Reach Aug 183 / July 658 / June 2110 / May 807 / April 5465 / March 2912 / February 3,131 / January 579 / December 216 / November 218 / October 374 / September 820

Facebook Total Page Likes Aug 740 / July 735 / June 735 / May 725 / Apr 721 / Mar 713 / Feb 695 / Jan 687 / Dec 683 / Nov 684 / Oct 678 / Sept 669

Page followers Aug 833 / July 825 / June ? / May 810 / Apr 805 / Mar 797 / Feb 775 / Jan 767 / Dec 757 / Nov 762 / Oct 751 / Sept 742

Checked in to our location Aug 178 / July 178 / June 177 / May 173 / Apr 173 / Mar 173 / Feb 173 / Jan 173 / Dec 173 / Nov 173 / Oct 173 / Sept 172

Most popular posts: #1 Heading Back to School 126 / #2 Waiting for an E-book? 99

Instagram Page Reach Aug 2 / July 16 /

Instagram followers Aug 26 / July 26 / June ? / May 18 / Apr 16 / Mar 12

Wifi connections Aug 93 / July 71 / June 134 / May 128 / Apr 101 / Mar 124 / Feb 105 / Jan 81 / Dec 39 / Nov 40 / Oct 44 / Sept 41 / Aug 36 / July 23

Library Numbers:

Items Circulated from Hubbardston Aug 1218 / July 1232 / June 1138 / May 1569 / Apr 1607 / Mar 1404 / Feb 1030 / Jan 1121 / Dec 964 / Nov 1306 / Oct 1201 / Sept 681

All Items Circulated at Hubbardston Aug 1068 / July 1211 / June 1076 / May 1477 / Apr 3997 / Mar 3652 / Feb 955 / Jan 1176 / Dec 1117 / Nov 1462 / Oct 1382 / Sept 918

Requested Holds Aug 256 / July 269 / June 219 / May 104 / Apr 132 / Mar 213 / Feb 228 / Jan 233 / Dec 175 / Nov 246 / Oct 249 / Sept 199

Total Number of Patrons registered at Hubbardston 1429

Total Number of Items August 12,611

Overdrive Total Checkouts from Hubbardston Patrons FY2021 4,544 (not updated)

For Aug 524 / July 483 / June 437 / May 449 / Apr 381

Library Programs: The Senior Book Club met and discussed “Spymaster” by Brad Thor. There were 8 in attendance. On Friday August 5th, we hosted a presentation by Robert Leverett, President of the Friends of the Mohawk Trail State Forest on old growth forests in Massachusetts. There were 5 in attendance. The display in the Adult Reading Room for August was “Learn Something New”, while the Children’s room display focused on “Going back to School” We distributed 18 reading passports for the summer reading program, and 6 returned them for their stamps. We are expanding our library of things collection to include an all-region DVD player and an electric duster. We are hosting a Quabbin intern this semester, who will learn all about everything a librarian does. We look forward to working with them. Ryan MacLane has left to become Town Admin in Carlisle. There is a search for a new Town Admin. During this time, Treasurer Sandy Nason is Interim Town Admin.

Library Budget: Chris also presented the library budget for FY 23 with summary and detailed ledger expenditures for July 2022 by accounts: Personnel (for Payroll), Employee support (meetings, membership fees), Services (utilities, CWMARS), Supplies (books, DVDs and other library materials), State Account (can also be used for library materials), Donation Account (scholarships, summer reading supplies), and Dog fund. State Aid and library donations can also be used to purchase library materials. **There was an overall 1.7% increase in the library budget from FY 22 to FY 23.** The summary also includes the balances and FY 22 performance of the Library Trust funds listing the stock market losses under balances. She explained that she does not regularly spend from the Trust accounts.

Titan Roofing came to try to reinstall the soffits in the library attic that have fallen. According to the installer, they were installed following installation instructions. However during this visit, the installer explained that the soffits should have been installed into wood, while the material that is on our library is a thin metal. There is no wood for the soffit to hold onto when installed. **Titan said we should get an engineer in to check as there may be here positive air pressure in the attic that is causing the soffits to fall out.** According to Titan this is not under warranty because they were unable to reinstall due to this discrepancy in materials. They estimate the cost to repair would be \$2,500 to start. They also recommend hiring a mechanical engineer to evaluate. It is not clear why the material discrepancy was not noticed on initial installation. Tom will coordinate with Public Works to arrange for the use of the Town’s high lift to be able to reinstall the soffits from the outside instead of in the attic.

- **Meeting minutes for August 2022**

Motion to accept the August 4, 2022 meeting minutes made by Morgan, 2nd Bob. All in favor, except Connie who abstained.

- **Community CCTV Recording meeting space discussion.**

Trustees invited representative of the Cable Advisory Committee and WHPA to discuss:

Town Meeting Room: Connie and Tom presented an overview of the Trustee’s request that the Cable Committee pay for the installation of audio visual and recording equipment in the

downstairs meeting room to provide additional dedicated meeting space with ‘broadcasting’ and recording capability for Town committee meetings especially when multiple meetings are held at the same time. Tom Colyer explained the Cable Commission and WHPA has portable recording equipment that can be brought to any location to record meetings and events.

Connie stated this request is not just for the Library Board, but rather to provide additional dedicated meeting space and equipment for remote participation for any Town Committee in addition to the Slade Building. The meeting adjourned for 10 minutes for participants to view the space downstairs in the Town Offices. After the tour, Brittany Blaney said the room could be set up like the system in the Slade building with PTZ cameras. Zoom would still be required for remote participation. This type of camera is linked directly to the WHPA servers so can be posted the same night. Meetings recorded with portable equipment are posted within 2 days. Tom Colyer explained the Town cable channel is paid for by Charter cable subscriptions and the Cable Committee does have a budget to purchase additional equipment and he will bring the request back to the Cable Committee for review. Equipment purchases would require a Town Warrant and approval at a Town Meeting.

Trustees will send a letter to the Cable Advisory Committee requesting they consider outfitting the downstairs room to provide another venue for Town committee meetings.

Recording Trustee Meetings: Library Trustees agreed that regular Trustee meetings can be recorded for cable viewing. Brittany Blaney shared that YouTube data shows that all Hubbardston committee meetings are viewed and Hubbardston has a higher level of viewing meetings compared to the other towns in the area. By State law all public open meetings are subject to being recorded. Recorded meetings are automatically closed captioned and will be broadcast on WHPA. Generally Executive sessions are not recorded although they can be at the request of the committee. Tom Colyer passed out information about requirements for Executive Sessions. Links to information on the Mass. Open Meeting and Executive Session Requirements will be posted in the Trustees Google Drive and discussed at a future meeting.

Recording Library Programs: Brittany stated the real objective of public access tv is to connect to and keep the community informed. Recordings allow people to view at their convenience. She asked about the opportunity for WHPA to film library programs and events. They would get permission from the presenter in advance. The camera focus would be on the presenter. For example, WHPA has been covering the library Road Race for a few years. Chris can provide information to Brittany about upcoming programs.

- **Update on Library Budget, Trust funds, status of town awarded funds for repairs?**

Tom met with the Town Accountant who clarified that the two new library capital projects were removed from the June ATM Warrant (i.e. not funded): Article 13: #6 To replace basement floors of the library (\$20,000) and #7 To repair the library foundation (\$20,000) They were removed on the recommendation of the Town Administrator that the need for these projects be reexamined after the library’s existing capital projects are completed. Five existing library capital project shown on the financial report with funds still available:

Foundation Repair: \$5,000 (2020 ATM); Foundation Fund: \$8,000 (2019 ATM);

Long Range Plan: 2,500 (2016 ATM); Library Brick Repair: \$20,000; Library 1st (Main) Floor Rehab.: \$19,362.78.

The Library has not spent money from any of the library trust funds but they are losing money due to stock market fluctuations and administration fees.

- **Road Race Update** This is the 25th race. Connie presented an update on the Road Race scheduled for next weekend. Trustee help is needed on Race day with food set up, registration, displays and prize table, clean up. There are 40 registrants and more are expected on race day. Typically we have 100 participants.
- **150 Anniversary events**
Tom presented the finalized poster boards and will take them in for printing. They will be displayed at the Road Race and later in the library. Trustees discussed some additional posters including library statistics in an infographic.
Chris scheduled a presentation by “President and Mrs Grant” on Saturday Oct 1, at 4 pm. President Grant was in office when the library started.
- **Other Items not on Agenda:**
Chris received a question about posting local job announcements. Trustees discussed this request in relation to a future agenda item: review of Hubbardston Library Facilities Use, Display and Exhibit Policy. The current library display area is very limited. The draft Display Policy states: Current information and notices from local, regional and nonprofit organizations are given priority. What about businesses? Should we consider adding businesses? Consider providing additional “community board” display space. Concerns were raised about the appearance of the library ‘endorsing’ a business and also about maintaining the space. Chris will refer the requester to the public announcement bulletin board located outside the Town Clerk’s Office.

Future Agenda Items

- Policies Review
 - Hubbardston Library Volunteer Policy ([initial draft](#)) ([revised draft](#))
 - Hubbardston Library Facilities Use, Display and Exhibit Policy [revised draft](#))
 - Hubbardston Public Library Borrowing Policies (2nd [draft](#))
- 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 Bob, 2nd Krista. Meeting Adjourned at 8:22 p.m.

Next Meeting:

7:00 PM, Thursday, October 6, 2022