

*Town of Hubbardston*  
***Board of Library Trustees***  
***Meeting Minutes***

Thursday, December 1, 2022, 7:00 PM

**Members Present:** Bob Cronin, Connie Strittmatter, Krista Goguen, Morgan Brinker, Tom Robinson and Josephine Amato (via Zoom) Others present: Christine Barbera, Library Director

Chair Connie Strittmatter called the meeting to order at 7:04 p.m. in the library. The meeting was recorded by WHPA

- **Library Director's report December 1, 2022**

Chris Barbera presented this summary for November: Curbside Pickup 0; Patron visits 230; New Cards 3; Volunteers: 2 with a total of 3 visits and a total of 9 hours for the month

**Facebook Totals:** November page reach showed a decrease due to fewer posts. Facebook

Page Reach: Nov 203 / Oct 855 / Sept 1777 / Aug 183 / July 658 / June 2110 / May 807 /

Facebook Total Page Likes Nov 785 / Oct 781 / Sept 768 / Aug 740 / July 735 / June 735

Page followers Nov 878 / Oct 874 / Sept 860 / Aug 833 / July 825 / June ? / May 810 /

Checked in to our location Nov 180 / Oct 181 / Sept 181 / Aug 178 / July 178 / June 177

Most popular posts #1 West African Drum Workshop 439 / #2 Thanksgiving Hours 137

Instagram Page Reach Nov 1 / Oct 1 / Sept 0 / Aug 2 / July 16 / Instagram followers Nov 35

/ Oct 32 / Sept 27 / Aug 26 / July 26 / June ? / May 18 / Apr 16 / Mar 12

Wifi connections Nov 136 / Oct 142 / Sept 142 / Aug 93 / July 71 / June 134 / May 128 / Apr

101 / Mar 124 / Feb 105 / Jan 81 / Dec 39 / Nov 40

**Library Numbers:**

Hubbardston Items Circulated Nov 1247 / Oct 1308 / Sept 820 / Aug 1218 / July 1232 / June 1138 / May 1569 / Apr 1607 / Mar 1404 / Feb 1030 / Jan 1121 / Dec 964 / Nov 1306

All Items Circulated at Hubbardston Nov 3058 / Oct 1247 / Sept 735 / Aug 1068 / July 1211

/ June 1076 / May 1477 / Apr 3997 / Mar 3652 / Feb 955 / Jan 1176 / Dec 1117 / Nov 1462

Requested Holds Nov 252 / Oct 199 / Sept 246 / Aug 256 / July 269 / June 219 / May 104 /

Apr 132 / Mar 213 / Feb 228 / Jan 233 / Dec 175 / Nov 246

Total Number of Patrons registered at Hubbardston 1452

Total Number of Items in the library February 12,657

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

For Nov 473 / Oct 456 / Sept 447 / Aug 524 / July 483 / June 437 / May 449 / Apr 381

The library was closed Thursday November 10th and Saturday November 12th for Veteran's Day. We closed at 12 noon on Wednesday November 23rd and closed on Thursday November 24th for the Thanksgiving Holiday. The Senior Book Club met on November 30th and discussed "The Boy in the Suitcase" by Agnete Friis and Lene Kaaberbøl. There were 8 in attendance. The "Not Just Knitting" program with Toni was held on November 1st and November 29th with 5 and 6 attendees. On Friday November 4th, the library hosted a West African Drumming Workshop, with Jafar and the Wendell Warriors 7 attended and 8 Wendell Warriors. On November 9th the MOC held a "Harvest Playgroup" in the Children's room. There were 24 in attendance. We are hoping to invite the MOC to the

library on a quarterly basis. **School visits totaled 270.** These numbers are not included in our regular patron total. The display in the Adult Reading Room for November were “Staff Picks” while the Children’s room offered a mystery selection. Student visits for November were. Our intern Bella Lovewell will be completing her time at the library on December 1st, which is the end of the school trimester. She has been a tremendous help during her time here, and she will be missed. The summary of accounts and expenses are summarized in the report. Volunteer appreciation recognition will be held on Dec 12.

**Discussion:**

Clarification: "Hubbardston items circulated" = Hubbardston owned items (1247)

“All items circulated at Hubbardston” includes Hubbardston-owned items plus items from other libraries, check outs and renewals (3058). Connie observed the number of items circulated shows on average, every Hubbardston patron checks out 2 items each month.

- **Meeting minutes for November 2022** Motion to approve Morgan, 2nd Tom. All approve.

- **Policies Review**

- [Hubbardston Public Library Borrowing Policies](#)

Trustees reviewed an updated version of the Library Borrowing Policy with the revisions made at the Nov. meeting and discussed the sections on parent/guardian responsibilities for the selection and return of items borrowed by minors, and Out of System Interlibrary Loan. The final draft with these changes will be voted on at the next meeting.

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

Connie presented an [Overview of Library Funds 12/2022 chart](#) for Trustee review and discussion. The chart summarizes the various types of funding available to the library, including Town Budget and State funding, Trusts/Donations, Community Preservation (CPC) Town- appropriated funds, and CIPC (Capital Improvement) Future Requests.

The Library Director manages Town Budget and State funding for personnel, employee support, supplies and library materials, building utilities and operations. The library has funds available from Donations and several trust fund accounts. Donation fund accounts are flexible and can be used for library programming. The Hubbardston Cultural Council can also be a source of funds or matching funds for recreation and programming. They have funded library programs in the past. Some Trust funds have specific designations and some are unspecified. We will investigate more details on the trust fund designations from the financial management firm and Town annual reports.

The library also has town-appropriated CPC/CPA funds (historic preservation) funds that were allocated at recent Annual Town Meetings for building foundation and brick repair, main floor rehab, and strategic planning consultant. The building projects have not yet been completed and some consultant funds remain. Trustees responsibilities include authorization to spend allocated funds but we need to coordinate with the Town and/or hire experts to complete the work.

Connie and Tom met with Dennis, O'Donnell former Hubbardston Library Trustee, former DPW employee who was able to provide institutional knowledge about the library

building and capital project and funding. Based on his recommendation and the recommendation of the former Town Administrator, the Trustees will request help from the current Town Administrator and DPW to focus on accomplishing the existing projects and spending already allocated funds. Town-appropriated funds can carry over, but should be spent in a reasonable timeframe.

Trustees will also seek funds for an architectural engineer consultant to develop an overall and integrated plan for maintaining and upgrading the library building with a focus on accessibility (ADA compliance), energy efficiency, and maintaining the "Massachusetts Registry of Historical Places" status. Trustees submitted a new FY 24 CIPC request for \$6,000 to fund this architectural engineering consultant and we will request to use the \$2,500 remaining in the CPC grant for this architectural engineering consultant instead of the original purpose for the library strategic plan that was already completed.

There are also several 'placeholder' library capital projects listed in the FY22-27 CIPC Plan, including: replacing flooring in basement meeting room, continued work on library foundation, replacing library windows, boiler replacement (we hope to install a more eco-friendly HVAC system), ADA accessibility assessment. Trustees will wait until the architectural assessment has been completed before formally proposing future projects.

**Follow up:**

- Tom will meet with the town administrator to investigate the "Town process" for hiring and contracting work, and complete and submit the DPW form(s) to request their work
  - Tom will work with Chris to write the electrical scope of work. The work done by Woodford Electric was good, so he will look into hiring them again.
  - Tom will look at Town summaries to find the detailed CPC applications and verify amounts requested and amounts already spent.
  - Morgan will email the new town admin to invite him to a Library Trustees meeting
  - Morgan will contact Monty Tech to find what type of building maintenance work the students could do
  - Trustees will plan to attend the next CPC meeting on Jan 18 to request to use the remaining funds allocated for a strategic planning consultant for and architectural engineering consultant. Trustees have also submitted a new request for an additional \$6,000 for this work.
  - Krista will look for missing documents
- **Summary of Boards and Commissions: Know Your Responsibilities training**  
Postponed to next meeting. Krista will share a summary and link to the training video and materials.
  - **Motion to adjourn the meeting** at 8:30 p.m. made by Tom, 2nd Morgan. all approve

Respectfully Submitted by Krista Goguen

Next Meeting: 7:00 PM, Thursday, January 5, 2023 at the Hubbardston Library.