

*Town of Hubbardston*  
***Board of Library Trustees***

**MEETING MINUTES** Thursday, November 3, 2022  
**Meeting held at the Library**

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

Meeting to order at 7:01 p.m. by Connie Strittmatter, Chair. Meeting video recorded by WHPA

**AGENDA:**

- [Library Director's report](#) - September & October. Library Director Chris Barbera summarized the September and October Director's Reports.

**Sept 2022** Curbside Pickup 0; Patrons 250, New Cards 18

Volunteers' 2 with a total of 4 visits and a total of 11 hours for the month;

**Facebook Totals:**

Facebook Page Reach Sept 1777 / Aug 183 / July 658 / June 2110 / May 807 / April 5465  
/ March 2912 / Feb 3,131 / Jan 579 / Dec 216 / Nov 218 / Oct 374 / Sept 820

Facebook Total Page Likes Sept 768 / 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 Sept 860 / 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 Sept 181 / 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 You Can Paint Pastel 775 / #2 Banned Book Week 726

Instagram Page Reach Sept 0 / Aug 2 / July 16 /

Instagram followers Sept 27 / Aug 26 / July 26 / June ? / May 18 / Apr 16 / Mar 12

Wifi connections Sept 142 / 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 Sept 820 / Aug 1218 / July 1232 / June 1138 / May 1569  
/ Apr 1607 / Mar 1404 / Feb 1030 / Jan 1121 / Dec 964 / Nov 1306 / Oct 1201 / Sept 68

All Items Circulated at Hubbardston Sept 735 / 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 Sept 246 / 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 1434

Total Number of Items February 12,472

Overdrive Total Checkouts from Hubbardston Patrons FY2021 4,544 (not updated) For Sept  
447 / Aug 524 / July 483 / June 437 / May 449 / Apr 381

The library was closed Saturday September 2nd for the Labor Day Weekend, and September 10th for the Library Road Race. The Senior Book Club met and discussed "The Kingmaker's Daughter" by Phillipa Gregory. There were 8 in attendance. On Tuesday September we held "Not Just Knitting" with Toni Walker. She had 7 people attend. We are tentatively planning to hold this activity every two weeks. On Tuesday September 27th, Greg Maichack returned and showed 13 attendees how to draw a sunflower. The display in the Adult Reading Room for September carried over from August with "Learn Something New" then switched to "Read a Banned Book" in honor of Banned Book Week. We followed the same theme in the Children's room, with the "Going back to School" display, replaced with "Reading a Banned Book" We have confirmed school visits will begin mid-October for the fourth and fifth graders, we are waiting for the third graders to confirm a time. Our intern is learning all aspects of the various library jobs, she is a pleasure to work with. Gabbie is taking over the part-time Board of Health/Land Use admin position and requested a change in hours. This frees up four hours a week, so I have posted a position for Storytime Leader. I hope to have the position filled no later than November and get Story time started again. I have reached out to Travis at the DPW to replace the smoke detectors downstairs. This should be completed in October.

**October 2022** Curbside Pickup 0; Patrons 200; New Cards 20  
Volunteers' 2 with a total of 5 visits and a total of 14.25 hours for the month

#### **Facebook Totals**

Facebook Page Reach Oct 855 / Sept 1777 / Aug 183 / July 658 / June 2110 / May 807 / April 5465 / March 2912 / Feb 3,131 / Jan 579 / Dec 216 / Nov 218 / Oct 374

Facebook Total Page Likes Oct 781 / Sept 768 / Aug 740 / July 735 / June 735 / May 725 / Apr 721 / Mar 713 / Feb 695 / Jan 687 / Dec 683 / Nov 684 / Oct 678

Page followers Oct 874 / Sept 860 / Aug 833 / July 825 / June ? / May 810 / Apr 805 / Mar 797 / Feb 775 / Jan 767 / Dec 757 / Nov 762 / Oct 751

Checked in to our location Oct 181 / Sept 181 / Aug 178 / July 178 / June 177 / May 173 / Apr 173 / Mar 173 / Feb 173 / Jan 173 / Dec 173 / Nov 173 / Oct 173

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

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

Most popular posts #1 We have a visitor 661 / #2 Not Just Knitting 323

Wifi connections Oct 142 / Sept 142 / Aug 93 / July 71 / June 134 / May 128 / Apr 101 / Mar 124 / Feb 105 / Jan 81 / Dec 39 / Nov 40 / Oct 44

#### **Library Numbers:**

Hubbardston Items Circulated Oct 1308 / Sept 820 / Aug 1218 / July 1232 / June 1138 /

May 1569 / Apr 1607 / Mar 1404 / Feb 1030 / Jan 1121 / Dec 964 / Nov 1306 / Oct 1201

All Items Circulated at Hubbardston Oct 1247 / Sept 735 / Aug 1068 / July 1211 / June 1076 / May 1477 / Apr 3997 / Mar 3652 / Feb 955 / Jan 1176 / Dec 1117 / Nov 1462 / Oct 1382

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

Total Number of Patrons registered at Hubbardston 1457

Total Number of Items February 12,613

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

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

The library was closed Monday October 10th for Columbus Day. The Senior Book Club met and discussed “The Lilac Girls” by Martha Hall Kelly. There were 11 in attendance. The “Not Just Knitting” program with Toni was held in Oct. 4th and 18th with 5 attending each evening. On October 1st, President and Mrs. Grant visited the library, there were 14 in attendance. On October 22nd Rona Leventhal came to tell spooky stories with two shows. We had 2 in attendance for the first and none for the second. The display in the Adult Reading Room for October “Scary Stories” Gabbie followed the same theme in the Children’s room, with the “Are you Afraid?” The student visits began October 18th. The third, fourth and fifth grades are visiting every other week. So far, we have had 129 students visit from the center school. Those totals are not included in the total visits. I am in my second of four courses I need to take in Basic Library Training. I should have them completed by Fall of 2023. There are no changes to the accounts below, as I have not received an updated report form Accounting.

Discussion and Trustees comments: Attendees liked the Mr. and Mrs. Grant program. No curbside pick ups, but the library will still offer the service over the winter. Patron visit totals do not include the school visits, those are reported separately in the summary. Some library numbers have increased, some decreased. Circulation and visits up in Sept and October. Intern Bella Lovewell has been working 21 hours a week since September. Chris is working on promoting the Library's Social Media accounts, especially the newer Instagram account. Suggestion that our intern could work on Instagram postings.

- **Meeting minutes for September 2022**

Motion to accept the September 2022 minutes made by Morgan, 2nd Tom. All approve.

- **Policies Review**

- **Hubbardston Library Volunteer Policy**

- Discussion: This is a revision to the previous policy adopted 2/23/2009.

- Trustees reviewed and clarified the list of example volunteer duties and safety statements.

- Motion to accept this revised draft of the *Hubbardston Library Volunteer Policy* with the edits discussed made by Tom, 2nd Morgan. All approve.

- **Hubbardston Library Facilities Use, Display and Exhibit Policy**

- Discussion: This is a new policy. Trustees reviewed the addition of the separately approved photography policy and to add Photography to the policy title; changes to the description of the 1st floor were made for this public facing policy. Motion to approve this revised draft of the *Facilities Use, Photography and Exhibits Policy* made by Morgan, 2nd by Tom.

- **Hubbardston Public Library Borrowing Policies (2nd [draft](#))**

- Discussion: This policy includes existing Hubbardston Library and CWMARS rules for: Library Cards, Borrowing library materials, Museum Passes, Lending limits, Loan Periods and Renewals, CWMARS Digital Library, and Interlibrary loans. Children can apply for their own library card with parent permission. Parents are responsible for the selection of materials borrowed by their children. Trustees will review the 3rd draft (cleaned up) for the next meeting.

- **Review draft letter to Cable Committee re: creating media equipped meeting space**

Discussion: Add to the letter: request to meet with the committee to discuss follow-up steps to have this project included on the next Town Warrant. Meetings in this space will primarily be held outside of Town Office hours. Before sending the letter, Connie will meet with the new Town Clerk to discuss the project and confirm the Town Clerk can manage and handle scheduling of the space (i.e. as mentioned in the Library Facilities Policy, the First floor (basement) is managed by the Town Clerk, not the Library). Motion to approve the revised letter to the Cable Committee made by Morgan, 2nd by Tom. All approve.

- **Capital Planning Submissions and town awarded funds for repairs - Next Step**

- [Capital Planning Calendar](#) states that any new capital projects for FY 2025 (or could be FY 2025-2029) need to be submitted by Nov 14, 2022.
- [Capital Project Request Form](#)
- The follow library projects are listed on the current [FY2020-FY2024 Capital Improvement Plan](#):

Proj #	Asset	Project Title	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total Funding	Notes
LIB2	Facilities	Assess and repair Library foundation	20,000					20,000	
LIB3	Facilities	Repair/replace windows and boiler at Library			18,000		46,453	64,453	\$18,000 for partial window restoration project in FY22 and the rest postponed till FY24
LIB4	Facilities	Repair/replace basement flooring in Library				20,000		20,000	
LIB5	Facilities	Replace roof and skylight on Library building annex					15,000	15,000	

Trustees reviewed the various library capital projects as listed above, in the September 2022 meeting minutes and on the Library Director's Report Budget Summary:

- LIB4 - was removed from the June 2022 Town Warrant

- LIB5 - was completed.
- From September 2022 Trustee minutes:  
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 2020 ATM	\$ 5,000.00	unspent
Foundation Fund 2019 ATM	\$ 8,000.00	unspent
Long Range Plan 2016 ATM	\$ 2,500.00	unspent
Library Brick Repair (LIB2 ATM 2020)	\$ 20,000.00	unspent
Library 1st floor Rehab (LIB4 removed from 2022 ATM)	\$ 19,362.78	

Discussion: Two issues:

Future Projects: If there is a new project the Trustees would like to add to the FY 2025 Capital plan? This would need to be submitted by 11/14.

Current Projects: Managing current capital projects to spend the funds already allocated - as shown above. These are separate projects and Tom recommends we follow up on the recommendations of David Pollock of Abacus Architects who met with Library Trustees in March 2022. Based on his experience working with other town libraries, we could more closely coordinate with the Town to accomplish existing projects. He also recommended requesting funding to hire a consultant or contractor to make an assessment of the building, and develop a comprehensive and sequenced plan for maintenance and repair. We need help with the process for hiring workers and monitoring project work. a consulting architect/engineer to monitor the contracts and get the work done.

Connie and Tom will meet with the Town Administrator and Dennis O'Donnell to:

- determine whether we can request funding for a building consultant (for FY 25 or later);
  - request help with allocating, sequencing, and monitoring contracts for the existing projects (as shown in the library directors report),
  - clarify if the LIB 3 funding could be used to implement other HVAC options in addition to a boiler (e.g. heat pumps).
- **Road Race Wrap-up**  
This was the 25th Road Race. We raised approx \$3,000. Sponsors remained stable, we lost a couple but also gained some new sponsors. Thanks to Mark Wiggler who has led the planning and implementation of the race for all these years. The Library history boards on display at the race were well received. Race #26 will be held in Sept 2023.
  - **150 Anniversary events - any additional events?**

President and Mrs. Grant program was held in November. Programming over the holidays is challenging. Planning for the 20th anniversary of the building in 2025.

- **Items from the floor**

Tom reported the soffit repair work is still in process.

**Future agenda items**

- Review of MBLC guidelines for budget requests
- Policies Review
- Discussion/ideas about ADA compliance
- Heat pump replacement discussion
- Further Grants research information/discussion including ALA
- [Review open meeting and Executive Session law](#) (Page 10-15 contains information about executive sessions)

**Upcoming Trainings of Interest**

- Boards and Commissions: Know Your Responsibilities -  
<https://www.mass.gov/info-details/boards-and-commissions-know-your-responsibilities>  
Krista Signed up and will report on the training.

Tom made a motion to adjourn the meeting. Morgan 2nd. Meeting adjourned at 8:25 p.m.  
Next Meeting: 7:00 PM, Thursday, December 1, 2022