

Town of Hubbardston
Board of Library Trustees
Meeting Minutes Thursday, January 5, 2022

Members Present: Bob Cronin, Connie Strittmatter, Krista Goguen, Morgan Brinker, Tom Robinson. Others present: Christine Barbera, Library Director, Nate Boudreau, Town Administrator. **Members Absent:** Josephine Amato

Chair Connie Strittmatter called the meeting to order at 7:06 p.m. in the Slade Building. The meeting was recorded by WHPA

AGENDA:

- **Nathan Boudreau - Town Administrator**

Connie welcomed new Town Administrator Nate Boudreau and thanked him for attending our meeting. He is a supporter of public libraries with knowledge and some experience with Statewide library groups. Looking forward to learning more about Hubbardston Library and working with library trustees. Connie explained the role of the Library Trustees that is different from other town committees. Trustees are elected to oversee the library budget, trust funds, policies and also library building. The Library Director manages the library personnel, collection and services. Nate is familiar with this situation from his work as Town Clerk for Princeton. Requested help from Trustees to explain the library's CIPC capital improvement requests. Connie will attend the CIPC meeting on Monday at 5 pm to clarify the library requests.

Chris clarified that the mixed use of library building makes us ineligible for some State funding for libraries because the library building also houses some Town Offices and some Hubbardston Historical Society materials.

Trustees are also seeking help to improve the physical accessibility of the library. Nate explained the Town previously applied for an ADA (Americans with Disabilities Act) grant, but we didn't get it. Nate will find out what we can do to improve chances for this funding and whether this type of grant could be used for the library.

Tom explained the Library Trustees are responsible for the entire building including the Town Office areas in the library basement. He described the Trustees' idea for creating another technology-enabled meeting room for the Town in the library basement and a potential plan for office relocation to accommodate.

Nate has a copy of the library's Strategic Plan. We will be working on an update in 2024.

- **Library Director's Report**

Chris presented the Directors Report January 5, 2023

Curbside Pickup 0; Patrons 173; Students 165; New Cards 3

Volunteers' 2 with a total of 2 visits and a total of 5 hours for the month

Facebook Totals

Facebook Page Reach Dec 448 / Nov 203 / Oct 855 / Sept 1777 / Aug 183 / July 658 / June 2110 / May 807 / April 5465 / March 2912 / February 3,131 / January 579 / December 216

Facebook Total Page Likes Dec 787 / Nov 785 / Oct 781 / Sept 768 / Aug 740 / July 735 / June 735 / May 725 / Apr 721 / Mar 713 / Feb 695 / Jan 687 / Dec 683

Page followers Dec 880 / Nov 878 / Oct 874 / Sept 860 / Aug 833 / July 825 / June ? / May 810 / Apr 805 / Mar 797 / Feb 775 / Jan 767 / Dec 757

Checked in to our location Dec 177 / Nov 180 / Oct 181 / Sept 181 / Aug 178 / July 178 / June 177 / May 173 / Apr 173 / Mar 173 / Feb 173 / Jan 173 / Dec 173

Instagram Page Reach Dec 26 / Nov 1 / Oct 1 / Sept 0 / Aug 2 / July 16 /

Instagram followers Dec 38 / Nov 35 / Oct 32 / Sept 27 / Aug 26 / July 26 / June ? / May 18 / Apr 16 /

Mar 12. Most popular posts #1 Holiday Books & DVD Display 276 / #2 We have another visitor 225

Wifi connections Dec 78 / 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 Dec 1097 / Nov 1247 / Oct 1308 / Sept 820 / Aug 1218 / July 1232 / June 1138 / May 1569 / Apr 1607 / Mar 1404 / Feb 1030 / Jan 1121 / Dec 964

All Items Circulated at Hubbardston Dec 1143 / Nov 3058 / Oct 1247 / Sept 735 / Aug 1068 / July 1211 / June 1076 / May 1477 / Apr 3997 / Mar 3652 / Feb 955 / Jan 1176 / Dec 1117

Requested Holds Dec 187 / Nov 252 / Oct 199 / Sept 246 / Aug 256 / July 269 / June 219 / May 104 / Apr 132 / Mar 213 / Feb 228 / Jan 233 / Dec 175

Total Number of Patrons registered at Hubbardston 1446

Total Number of Items February 12,501

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

For Dec 364 / Nov 473 / Oct 456 / Sept 447 / Aug 524 / July 483 / June 437 / May 449 / Apr 381

“The library was closed Saturday December 24th and Monday December 26th for the Christmas Holiday. The Senior Book Club met on December 28th and discussed “Skipping Christmas” by John Grisham. There were 4 in attendance. The “Not Just Knitting” program with Toni was held on December 13th with 3 attending and December 27th 4 attendees. The display in the Adult Reading Room and the Children’s reading room for December was “Holiday Books” In November, the heater in the downstairs annex was replaced by Woodford Electric. I spoke with Cathy Hansgate, Chairperson of the Board of Health, who asked me who she should talk to about replacing the door to the Board of Health and Land Use office, to improve security and privacy for these offices. I told her that I believed that the Library Trustees were tasked with maintaining the building. I also told her that I would forward her request to the Trustees. She indicated that she would use BoH funds for the door replacement. I also submitted the Library budget request for FY24 for \$86,331, I have attached the budget request form below to show the breakdown of the request. The 1.06% increase level funds Employee Support, Services and Supplies, and

provides a 2.0% cost-of-living increase of salaries. This budget amount requested will keep us in compliance with the MBLC requirements for state certification.”

Nate will bring the proposed budget to the Finance Committee in early March.

The Director’s Report also includes the allocations, expenses, balances, and % expended of the Town-funded library accounts and trust funds. Trustees could use help with managing the library trust funds (\$43K). They are not earning much interest, the purpose of some funds are unclear and we don’t currently have plans for their use.

Connie asked if DPW could replace the requested door. Nate clarified the door replacement may not be needed if the Board of Health clerk is relocated to a more private office. He will contact Chris if the situation needs to come back to the Trustees. Nate described the on-going grant-funded project to digitize town records that will eliminate some space and security issues. Many files have already been digitized and will be made available to the public by the end of fiscal year.

- **Meeting minutes for [December 2022](#)**

Morgan motioned to approve, Bob second. All approve.

- **Policies Review**

- [Hubbardston Public Library Borrowing Policies](#)

Trustees reviewed the revised statement on parent responsibilities. Motion to approve the Borrowing Policy made by Tom, 2nd Morgan. All approve.

Approved library policies will be posted on the library website.

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

Our goal is to best use the funds we have received. Small group met in mid-December for a walk through to develop a scope of electrical work for CPC funds for the Main floor and basement rehab received in 2021. Tom will schedule an appointment with Woodford Electric for the walkthrough. Nate suggested waiting to schedule a Mass Save energy audit for insulation because the town is applying for more Green Communities funding which could include the library. The Library building’s historic status may complicate work done through Green Communities. In response to questions, Nate indicated it is ok for the Library to request appropriate work, such as building foundation repair, from DPW to do as employees have time. Morgan will follow up with Nate about contacting Monty Tech to find out what types of work could be done by their students.

- **Summary of Boards and Commissions: Know Your Responsibilities training**

Krista summarized her notes from the Office of the Inspector General’s training [Board Responsibilities \(Training Notes\)](#) and the more specific [Library Trustee Roles and Responsibilities](#) and relevant State General Laws.

Morgan noted Trustee responsibility to ensure the library is in compliance with required library budget, hours, services. Chris summarized the requirements for state certification that includes budget and hours. We currently exceed the minimum required hours 15 per week- we are open 24 hours, with more evening hours than required. Chris does two annual reports ARIS (Annual Report Information Survey) related to collection and services and a Financial Report to document appropriate allocation for books and supplies. Chris will share and explain these reports with Trustees at a future meeting.

- **Trustee Meetings**

- Meet in the Slade building?

Nate explained meetings held in the Slade Building save on post-production costs and the videos can be immediately uploaded to YouTube. Trustees decided to continue to meet in the Slade building unless there is a schedule conflict

- **February & March meetings**

Meeting dates will remain as scheduled. Tom will chair the meetings as needed.

New future agenda items:

- Library scholarship info, rubric, advertising
- Review required ARIS and Financial annual reports submitted to MBLS by the library
- Develop a calendar for the Trustees, financial and other activities
- Library Director evaluation process. Chris will distribute the Town's evaluation form and Library Director job description. Evaluation process discussed at the meeting but evaluation will be done separately by Connie and another Trustee.

Trustees thanked Nate Boudreau for attending the meeting.

Motion to adjourn made by Morgan, 2nd by Tom. Meeting at 8:14 pm

Respectfully submitted by Krista Goguen