

Town of Hubbardston
Board of Library Trustees

Meeting Minutes

April 1, 2021

Members present: Josephine Amato, Morgan Brinker, Connie Strittmatter, Tom Robinson, Krista Goguen. Members absent: Johanna Henning. Also present: Christine Barbera

Zoom Meeting called to order at 7:03 p.m. by Josephine Amato

AGENDA:

- **Library Director's report** Chris Barbera presented the April Library Director's Report. She highlighted increases in patrons (110) and curbside pick ups (34) and continued increases in Facebook posting views, likes and followers:
 - Page views: March 155 / Feb 99 / Jan 81 / Dec 56 / Nov 87
The Library Scholarship post and Storytime posts had the most views: Scholarship (638) and Story time (495).
 - Post Reached: March 1,370 / Feb 335 / Jan 553 / Dec 531 / Nov 446
 - Total Page Likes: March 651 / Feb 640 / Jan 639 / Dec 637 / Nov 634
 - Page followers: March 710 / Feb 699 / Jan 698 / Dec 696 / Nov 691

Weeding of the adult nonfiction collection is complete. Chris recommends holding a book sale at town-wide yard sale in June (specific date tbd). She has some volunteers, but will need more help. Weeded large type books are being made available to seniors through the Senior Center, but there have been no takers yet.

Michelle posted a story time video and we assembled simple craft bags for the participants. We are also prepping simple STEM kits to pass out to elementary school children. March book displays focused on Women's History and Easter.

The town used the Green Community Grant to replace all the light bulbs in the library on the town office and Library levels with LED bulbs. The lights all match now, and the illumination in the library is very much improved.

Chris checked with Interim Town Administrator David Nixon and Erin Caton, the Assistant to the BOS about purchasing a Zoom license for the Library. There is concern. David will investigate concerns about the impact of a separate account on Open Meeting Laws and the possibility of the Library paying for an additional license under the town's

account for Library use. For \$150 we could purchase a 1-year license for the Library to use for story time and other programming and activities.

There has been no update on the budget expenditures so there is no change to various library accounts.

Discussion:

Book sale: Morgan proposed the library participate in the upcoming town-wide yard sale in June to sell discarded library books (adult, YA and children's fiction and non-fiction). The library will not be accepting book donations. Krista seconded. All Approve. We will confirm the date and discuss specifics at the May meeting. Trustees and volunteers will be needed to assist with the booksale. Proceeds of the sale go to the Town. Josephine and Chris will investigate inviting booksellers and book re-sellers and making extras available to prison libraries to ensure all books are sold or removed.

Zoom account: The Town already has two Zoom accounts but it has occasionally been challenging to get the zoom link from the town for our meeting. Tom proposed the Trustees consider buying or contributing to an additional zoom account for the town. Tom will contact town to request they purchase a 3rd zoom account. The library could contribute to this cost if necessary. Chris will follow up on 'open meeting' questions about use of this account for Trustee meetings. We would also need to be able to connect to Town's I-Cloud account to upload meeting recordings. Morgan proposed the purchase of a separate library zoom account to try out for a year for programming. Currently storytime is recorded and posted on Facebook. Using Zoom could make it more interactive. Tom seconded. All approve.

- **Approve meeting minutes, March 4, 2021-** postponed.
- **Follow up on CPA application**

Tom submitted two applications to the CPC, an interior work package and an exterior work package (including the \$20,000 for building foundation work). The CPC requested actual quotes to support the estimated costs. Tom obtained quotes and provided them to the CPC and to Trustees. CPC also noted that some of the items on the applications do not qualify as historical preservation. Items such as tree removal, patch and paint, and office rehab, are just maintenance. The CPC is now reviewing the remaining (non-maintenance) requests. An amount for approved 'interior' and 'exterior' work will be placed on the Warrant for the Annual Town Meeting. We will know by our next meeting what work has been approved and then we can consider how to fund the other 'maintenance' work.

Tom also presented two additional issues for discussion:

We have money already allocated by the Town for improvements (e.g de-commissioning the Library's well) that needs to be spent by June 30, 2021. Tom will meet with the Interim town administrator to arrange for this work to be completed.

Follow up on the proposal for the Library grounds and Town Frontage Facelift from ML's Greenery In Motion landscape plan. The Trustees can consider using existing funds to pay the \$2250 for the proposal and then submitting the proposal (i.e. execution of the plan) to CPA for funding in the next fiscal year. The proposal coordinates with the Town Center plan and includes: a site review, meetings with stakeholders including Library Trustees, School representatives, DPW and Town Offices, and a detailed coordinated landscaping plan. The Town Center plan scope-of-work does not include the grounds, only up to the building-side edge of the sidewalk. The landscaping 'facelift' plan is needed for the library, school and Town Office grounds. We want the landscaping plan to be in place so the work can be done in coordination with the completion of the Town Center plan. We do not need additional bids for contracts under \$10, 000. The proposal describes the work, but local subcontractors will also be hired to complete the work. We can use money already allocated to pay for this proposal. We should consider the overall budget for the project and request that a scale of possibilities are included. The school and town may be able to contribute to funding the renovation.

The Trustees will meet on April 9 for an on-site walk through and interview with landscaper M.L. Altobelli. The proposal will be discussed at the May 2021 meeting.

- **Library Foundation Inspection Report**

Tom presented a budget proposal from Stone & Lime for spot repointing of the historic brick façade utilizing a natural hydraulic lime mortar. The total cost for this scope of work is \$64,308 for all sides of the building. This is part of the 'exterior' category - anticipate \$20k. based on Stone and Lime quote Other exterior is landscaping.

- **Discussion/ideas about ADA compliance**

As part of Strategic Plan goals, Trustees will meet at the library to start the accessibility self-assessment ([NEA Section 504 Self-Evaluation Workbook](#)) to determine how to make the library more accessible to people. We we examine all aspects of accessibility, including: parking, signage, doorways and paths, elevators and stairs, floors, lighting, access to: the catalogs and computer stations, furniture, periodicals and stacks, check out desk, reference desk, restrooms, as well as accessibility of the library website. We will also need to consider the Library's National Register status.

Accessibility Information distributed to Trustees:

[Section 504 Self-Evaluation Workbook](#)

[W3C Web Content Accessibility Guidelines \(WCAG\) 2.0](#)

[Windsor Public Library receives funds for projects | Community | eagletimes.com](#)

[12 Basic Requirements for ADA Compliance at the Library](#)

Note: Trustees will begin self-assessment at the library in coordination with the landscaper interview on 4/9/21. Will continue discussion at the June meeting.

- **Discussion about a new Chairperson for FY 2022**

Josephine would like to step down as chair. We will discuss at May and June meetings.

New chair could start in July.

Tom and Connie are up for reelection in June, 2021.

Future Agenda items:

- **Landscape ML Altobelli** (invite her to a meeting)
[note: meeting scheduled for April 9, 2021, 5 p.m.]
- **Discussion/ideas about ADA compliance** - June meeting
- **Discussion of activities for 150th anniversary in 2 years** (June 13, 2022)
- **Grants research information**

Add to Future Agenda items: Review Scholarship applications at the May meeting

Meeting adjourned at 8:19 p.m.

Next meeting: May 6, 2021, 7 pm on Zoom

Respectfully submitted, Krista Goguen