

Town of Hubbardston

Board of Library Trustees

Meeting Minutes May 4, 2023

Meeting Location: Slade Building

Members present: Tom Robinson, Morgan Brinker, Krista Goguen, Connie Strittmatter, Josephine Amato. Members absent: Bob Cronin
Also present: Christine Barbera, Library Director

Meeting called to order by Chair Connie Strittmatter at 7:01PM

AGENDA:

- **Introductions/Conversation with Heather Munroe**

Heather Munroe, Select Board liaison to the Library Board, was unable to attend due to work conflict. She plans to attend the June 1st meeting.

- **Library Director's report**

Chris Barbara presented the Directors Report for May 4, 2023

Curbside Pickup 1; Patrons 324; 3rd, 4th, 5th grade Student visits from Center School 146; New Cards 5. Storytime Attendees Adults 43 Children 61 Total Attendees 104

Volunteers' 3 with a total of 3 visits and a total of 7.5 hours for the month

FaceBook/Instagram Totals:

Facebook Page Reach Apr 1426 / Mar 2240 / Feb 2207 / Jan 444 / Dec 448 / Nov 203 / Oct 855 / Sept 1777 / Aug 183 / July 658 / June 2110 / May 807 / Apr 5465

Facebook Total Page Likes Apr 838 / Mar 806 / Feb 807 / Jan 802 / Dec 787 / Nov 785 / Oct 781 / Sept 768 / Aug 740 / July 735 / June 735 / May 725 / Apr 721

Page followers Apr 890 / Mar 887 / Feb 883 / Jan 878 / Dec 880 / Nov 878 / Oct 874 / Sept 860 / Aug 833 / July 825 / June ? / May 810 / Apr 805

Facebook Page & Profile Visits (formerly

Check in to our location) Apr 297 / Mar 309 / Feb 321 / Jan no info / Dec 177 / Nov 180 / Oct

181 / Sept 181 / Aug 178 / July 178 / June 177 / May 173 / Apr 173. **Instagram Page Reach** Apr

33 / Mar 47 / Feb 40 / Jan 3 / Dec 26 / Nov 1 / Oct 1 / Sept 0 / Aug 2 / July 16 **Instagram**

followers Apr 92 / Mar 79 / Feb 58 / Jan 39 / Dec 38 / Nov 35 / Oct 32 / Sept 27 / Aug 26 / July

26 / June ? / May 18 / Apr 16 / Mar 12 **Instagram Profile Visits** Apr 6 / Mar 28 / Feb 21. **Most**

popular posts #1 Mrs. Chicken found some sunglasses...781 / #2 Come down to the

Pond...531 **Wifi connections** Apr 90 / Mar 87 / Feb 89 / Jan 95 / Dec 78 / Nov 136 / Oct 142

/Sept 142 / Aug 93 / July 71 / June 134 / May 128 / Apr 101

Library Numbers:

Hubbardston Items Circulated (Regardless of location) Apr 1271 / Mar 1367 / Feb 1358 / Jan 1504 / Dec 1097 / Nov 1247 / Oct 1308 / Sept 820 / Aug 1218 / July 1232 / June 1138 /

May 1569 / Apr 1607. **All Items Circulated at Hubbardston** (Regardless of ownership) Apr 1339 / Mar 1303 / Feb 1446 / Jan 1546 / Dec 1143 / Nov 3058 / Oct 1247 / Sept 735 / Aug 1068 / July 1211 / June 1076 / May 1477 / Apr 3997. **Requested Holds** Apr 138 / Mar 217 / Feb 218 / Jan 273 / Dec 187 / Nov 252 / Oct 199 / Sept 246 / Aug 256 / July 269 / June 219 / May 104 / Apr 132. **Total Number of Patrons registered at Hubbardston** 1456;
Total Number of Items: 12,335. **Overdrive Total Checkouts from Hubbardston Patrons** FY2022 4892. For Apr 474 / Mar 454 / Feb 426 / Jan 491 / Dec 364 / Nov 473 / Oct 456 / Sept 447 / Aug 524 / July 483 / June 437 / May 449 / Apr 381

The library was closed Monday April 17th in honor of Patriots Day. The Senior Book Club met on April 26th and discussed "The One-Hundred-Year-Old Man who Climbed out the Window and Disappeared" by Jonas Jonasson. There were 5 in attendance. May's selection is "Open Season" by C.J. Box. And the Club will meet on May 24th at 11:00 am at the Sr. Center. The "Not Just Knitting" program was held on April 11th and April 25th with a total of 10 attendees. Toni asked if the Not Just Knitting group could meet at the Slade building in the Summer, due to the lack of air conditioning in the library. I told her that would be fine. The display for April was Gardening in the Adult Reading Room and our Story time Leader Miss Tricia created a display of Story Time books for the Children's Reading Room. For May, we will have multiple displays for the Asian/Pacific Islander Heritage Month, Mother's Day and Memorial Day. I plan on having the library bathroom available to the public during the Memorial Day Parade and ceremony. We are hosting two programs in May. The first will be West African Drumming with Jafar and the Wendell Warriors on May 18th from 7 to 8 pm, and "The Rose: Find Your Voice by Pastel Painting" with Greg Maichack on May 23rd from 6:00 pm to 8:00 pm. This program is supported in part by a grant from the Hubbardston cultural council, a local agency which is supported by the Mass Cultural Council, a state agency. People can register at the front desk or by calling 978-928-4775.

The 2023 Summer Reading Program we have chosen is "All Together Now" I will be reaching out to Bee Kind Farm for a presentation on Bees, offer a book bingo card with various book subjects for readers to choose from and I am looking into a presentation after July 1st for adults on the History of the Red Sox.

The financial sheet on the following page shows the March totals from the accountant, the negative number in the services account has been addressed and corrected based upon the trustees' recommendations and those changes will be properly reflected in next month's summary.

Trustees reviewed a draft Google Sheets/Excel summary table of the library data presented in the Director's Report that Krista created in Google Sheets in the Hubb Trustees Google Drive. This can be used to compare data, create charts, and may make it easier for Chris to enter data.

- **Meeting minutes for [April 2023](#)**

Motion to approve Morgan, 2nd Tom. Approved with Josephine abstaining.

Account	Begin 07/01	Expenses	Income	3/31/2023	
Personnel	\$45,711.00	\$ 28,345.16	\$ -	\$17,365.84	62.01%
Employee support	\$ 310.00	\$ 232.00	\$ -	\$ 78.00	74.84%
Services	\$19,510.00	\$ 23,908.09	\$ -	\$(4,398.09)	122.54%
Supplies	\$19,886.00	\$ 16,896.87		\$ 2,989.13	84.97%
State Account	\$35,241.19	\$ 2,182.80	\$4,955.60	\$38,013.99	
Donation Account	\$28,251.99	\$ 9,142.45	\$3,399.00	\$22,508.54	
Dog fund	\$ 14.25	\$ 23.25	\$ 225.00	\$ 216.00	
Trusts					
Buffum	\$ 5,523.05	\$ 200.65	\$ 312.09	\$ 5,634.49	
Church	\$ 3,792.56	\$ 112.82	\$ 175.49	\$ 3,855.23	
Clark	\$ 2,072.66	\$ 48.79	\$ 55.76	\$ 2,079.63	
Fairman	\$ 7,732.55	\$ 299.74	\$ 466.25	\$ 7,899.06	
Freetown	\$24,290.66	\$ 924.99	\$ 1,438.75	\$24,804.42	
Available Funds					
Foundation Repair 2020 ATM	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	
Foundation Fund 2019 ATM	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	
Long Range Plan 2016 ATM	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	
Library Brick Repair	\$20,000.00	\$ -	\$ -	\$20,000.00	
Library 1st floor Rehab	\$19,362.78	\$ -	\$ -	\$19,362.78	0.00%

- **Review scholarship rubric:** [2020 Rubric](#); [2021 Rubric](#)

Scholarship applications will be reviewed using the 2021 rubric. We also used the 2021 version in 2022. This version includes a score for including career goals in the application.

Morgan has distributed information on the scholarship to all area high schools and information has been posted on relevant social media pages. Tom will reproduce and distribute posters around town.

- **Library Budget**

Last month Trustees discussed the unanticipated boiler repair and higher fuel costs that required reallocation of funds to the Services account. Since the Services account was unexpectedly overdrawn, Chris alerted and consulted with the Trustees on the need to reallocate money from other types of accounts (donations, State, and/or trusts). Chris stated

there have been no additional expenses/electrical bills drawing on the Services account this month. However, we may need to adjust funds between Town-supplied and other library accounts at the June meeting to cover services and expenses and zero out the Town accounts by the end of the fiscal year.

Connie contacted the CPC and found out that the 1st Floor Rehab grant could not be used for the boiler repairs because it was not specifically stated in the scope of the grant, so that funding came from Donations account. Trustees will also discuss the use of the donations accounts at the June meeting.

- **Process for Library Director salary adjustment**

Connie and Tom met with the Town Administrator, Nate Boudreau, to discuss the process for requesting a merit salary adjustment for the Library Director to reflect her recent performance review. Connie completed the Wage and salary Adjustment Form and submitted it along with a letter summarizing Chris' extraordinary work and a comparison of library director salaries at other towns. A salary increase from Grade H Step 6 to Grade H Step 9 was approved at Selectboard meeting to be included on the ATM Warrant. All Town employees will also receive a 2% cost of living increase.

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

- **1st floor rehab**

The grant covered the bill for electrical work done last month and we still have money in this grant. The Grant was for funding for safety lighting, children's room lighting and windows. Connie submitted the bill for the upgrade of electrical outlets to CPC with the rationale that this work should be covered because it supports the more specific electrical upgrades and improves overall electrical safety- i.e. improved and additional outlets means fewer extension cords.

For future grant applications, Trustees will need to balance specifics with general needs to be able to meet our range of needs to be sure work would be covered.

- **Brick repair**

Brick pointing work. This is more complicated for older buildings. The formula needs to be matched to the existing materials so we will need to find a contractor who can do this work on older buildings. This includes pointing on the walls and after the foundation repair.

- **Foundation Repair**

Chris emailed Travis Brown, Director of DPW to request a meeting to look at the Foundation work. Tom will work with Chris to complete a DPW Work Request Form detailing the work funded by the CPC Grant and CIPC Grants.

- **Hiring a OPM**

Connie and Tom met with the Town Administrator who suggested we need Municipal Building Consultants, MBC not an OPM to help us develop a facilities management plan to coordinate and prioritize the building maintenance projects. Connie contacted one recommendation (MRI Municipal Resources Inc.) that is too busy right now but they may be able to help in the future. Connie will also contact the Conway Center. We will also investigate MBLC and ask on the Trustees discussion list.

- **Announcements:**

- [Memorial Day parade](#) – Town invitation to committees to participate

Connie announced this opportunity for participation. Chris will have the library open for restroom use, but Trustees are not available to formally participate. Tom will add a flag to the library balcony.

- **Conflict of Interest Training** – Reminder to complete by **May 18, 2023**

Link to training: www.mass.gov/complete-conflict-of-interest-law-education-requirements.

To dos: 1) Reply to the Town Clerk to confirm you have received the attached summary.

See email: Conflict of Interest Law & Ethics Training email from town clerk sent on April 18.

2) Complete the online training program, [print out the certificate of completion](#) and return it to the Town Clerk before May 18, 2023. (Or email a pdf of the certificate to tclerk@hubbardstonma.us)

Trustees discussed etiquette for emails: communications related to setting meeting agendas can be reply all as long as no deliberations are made.

Connie summarized an email from the new town clerk that explains the “open meeting law” required elements for agendas and minutes, and requirements for posting minutes and supplemental documents on the town website. We will add a statement that the meetings will be recorded. Krista is posting minutes on the town website as they are approved by Trustees. Links to supplemental documents can be embedded.

Morgan has not yet been able to read the CD from the previous architectural study. She will continue to try to access the files. Krista will contact the firm to request another copy.

Morgan initiated a discussion on keeping Trustees aware of recent news regarding challenges to library materials, library card IDs and library boards. We can share these articles by email to keep informed.

Morgan made a motion to adjourn, 2nd Tom. Meeting adjourned at 7:50pm

Next meeting Thursday June 1, 2023, 7pm in the Slade Building.

Respectfully Submitted by Krista Goguen.