

*Town of Hubbardston*  
*Board of Library Trustees*  
*Meeting Minutes September 7, 2023*

Members present: Morgan Brinker, Connie Strittmatter, Krista Goguen, Bob Cronin, Tom Robinson. Members absent: Lucinda Oates.  
Also present: Christine Barbera, Library Director  
Meeting called to order by Chair Connie Strittmatter at 7:03 p.m. in the Slade Building.

**AGENDA:**

- ~~Awarding checks to scholarship recipients~~

Connie motioned to remove the Awarding checks from the agenda. This was completed at last month's meeting.

- [Library Director's report](#)

Chris presented the Directors Report for September 7, 2023

Curbside Pickup 0; Patrons 367; New Cards 7; Wifi connections: August -62; Website visits: August 507; Students 0. [Chris noted students will begin library visits in October]  
Storytime Attendees Adults 65 Children 125 Total Attendees 190;  
Storytime events in August-9  
Volunteers: 2 with a total of 3 visits and a total of 8 hours for the month  
FaceBook/Instagram Totals: Facebook Page Reach: August 2135; Facebook Total Page Likes: August 837; Page followers: August 929; Facebook Page & Profile Visits: August 421; Instagram Page Reach August 40; Instagram followers August 119; Instagram Profile Visits August 10; Most popular FB posts #1 Storytime There be Dragons!...966 / #2 Congratulations Scholarship recipients...953

**Library Numbers:**

Hubbardston Items Circulated (Regardless of location) August 1026  
All Items Circulated at Hubbardston (Regardless of ownership) August 988  
Requested Holds August 238; Total Number of Patrons registered at Hubbardston 1464  
Total Number of Items August 12,095; Overdrive Monthly Checkouts August 550

The Senior Book Club met on August 23<sup>rd</sup> and discussed "Where are the Children Now?" by Mary Higgins Clark. There were 6 in attendance. The September book will be "The Girls in the Stilt House" by Kelly Mustian. On August 14<sup>th</sup>, CWMARS came and updated the hardware for our WiFi. We should be good for five years before we need to upgrade again. J.R. Welch Plumbing & Heating came in to fix a leaky relief valve in the boiler room. We now have a 65" TV from the Senior Center. I am investigating installing it over the YA book shelves in the Adult Reading Room. At this time, it will be used as an information board for town flyers, Storytime updates, etc. Anne is in the process of reorganizing the adult reading

room, by consolidating the DVD's together, and moving the audio CD Fiction closer to the fiction section. On Saturday September 9<sup>th</sup>, the 26<sup>th</sup> Annual Library Road Race/Walk will be held at the Hubbardston Center School. The race starts at 9:00 a.m. and registration is \$30. On Saturday September 16<sup>th</sup> we will be at the Lions Club Field Day at Curtis Field. We will be selling old road race t-shirts and slates from the roof etched with the library. On Monday September 26<sup>th</sup> at 6:30 p.m. we will be hosting author Martin Gitlin's talk on Boston Red Sox History.

Chris noted the financial accounts are still for July 2023.

Bob asked if the TV could be used for showing movies at the library. Chris explained the library would have to pay "public performance rights". Connie suggested Chris investigate the cost of services such as Swank and Kanopy which may provide these rights. The TV could be installed in the Children's room for better site lines. Trustees noted the significant increase in storytime attendance. Chris commended 'Miss Trisha' for her exemplary programs. Chris noted new participants this summer. Saturday storytime will begin this week at 11 am. after the Road Race. Will announce the Storytime at the Road Race.

Chris has started "Your library at a Glance" Facebook posts highlighting library numbers and 'return on investment', such as the \$225,995 saved by Hubbardston Residents July 2022-June 2023 by borrowing 15,932 items (not including Overdrive audio and eBook checkouts) instead of purchasing them.

- **Approval of Meeting minutes for [August 3, 2023](#)**

Motion to approve made by Morgan, Bob seconded. All in favor.

- **Town awarded funds for repairs - Next Step**
  - **1st floor rehab** - Still on hold.
  - **Brick repair**

This includes building foundation repair and interior brick work. Tom met with TA Nate to discuss the work needed and share the engineering report. Nate will send out an RFP for the work. Tom volunteered to help as needed.

- **Hiring a Building/Facilities Consultant**
  - [Proposal from Wendy Frontiero](#)

Connie presented the "proposal to prepare a building conditions assessment for the Hubbardston Public Library" agreement with Wendy Frontiero signed in August for a fee of \$5,200. She will prepare a written report covering: the defining architectural characteristics of the building; assessment of interior and exterior building features, systems and immediately adjacent site; preservation concerns and recommendations and repair priorities. The report will also include a list of recommended contractors with contact information and a list of potential funding sources for this type of work. Building accessibility would be a separate project that we could contract

for after the initial report. Structural engineering is outside her expertise, but a separate engineering report has already been completed and will be shared with her along with existing blueprints and plans. Connie will arrange for a site visit coordinated with Tom and Chris. Ms. Frontiero will start the work in October and present a report in November. The report will guide the Trustees in determining a CPC request in January.

Tom mentioned he is working on following up on the landscape architect's recommendations from 2021 regarding removal of smaller trees on the library property. Tom and his family have been maintaining the 'submerged patios' on the side of the library to keep them clear of debris.

- **Road Race Updates**

The Road Race fundraiser is this Saturday at 9 am. Chris distributed race t-shirts to the Trustees. Trustees are needed to help with set-up starting at 8-8:30 and after the race. Connie provided an overview of the race planning. 65 people are already registered with \$1,560 in registration fees, and we expect another 30-40 to register on race day. Anticipated revenue after expenses for t-shirts, plaques and supplies is \$3,413. Over 30 prizes will be awarded. \$4,303 donations from companies and individual sponsors who are listed on the t-shirts and race participant handouts. Thanks to Tom for providing yard signs to advertise the race that can be reused for future years. The Road Race is the library's main fundraiser. The money goes into our Donations accounts that can be used to support library programs and services, and fund the library scholarships.

Bob asked about holding a book sale. Chris explained the money raised at the last book sale was not worth the large amount of effort in setting it up and most of the books didn't sell.

- **Field Day planning**

The Library will be open on Race Day and Field Day. Thanks to Ann Goewey for her exemplary work. Chris will staff a table with an awning at Field Day on Saturday 9/16, 9am-2 pm. Summer Reading prizes will be given out as prizes for Corn hole and other games. Trustees will assist with setting up and staffing the table. Library applications will be available. Road Race t-shirts from previous years will be sold along with commemorative Library Roof Tiles.

- **CIPC grant - heat pumps**

CIPC budget proposals are due in mid-October and will require cost estimates. Request form is on their website. CIPC is a budget item and the proposal requires cost estimates, rationale, and documented impacts, such as: excessive heating expenses, being closed on 'no-heat' days, and using the library as a cooling station. Heat pumps include heating, cooling and dehumidification which are all conditions important for library users and for maintaining the library collection. Tom discussed heat pumps with TA Nate. TA Nate is investigating energy saving options and rebates for the town. He is arranging with Chris for a site visit from an installer. Tom mentioned

the historical aspects of the building should be considered. It may be that the equipment could be installed inside the walls rather than on the outside.

Trustees will work on gathering information to submit a CIPC proposal in October.

Trustees will consider a CPC request after reviewing Ms. Frontiero's report.

Bob asked about facilities management in Hubbardston compared with other towns. Chris conducted an informal survey of about 15 area libraries in towns of a range of populations and found that the library director and Trustees are responsible for library facilities in about half of those towns.. The other half either had a town employee or hired out for specific facilities work.

- **Standing Item:** [Review calendar for the Trustees, financial and other activities](#)

Connie noted the Library's 5 year [Strategic plan](#) ends June 30, 2024. Connie asks if Trustees want to work as a group or as a subcommittee? Tom suggested inviting Town Administrator and Finance committee members to participate during the process. We will start with a review of the current plan and consider options for subcommittees to proceed with updating the plan.

**Announcement:**

Bob is coordinating a poetry reading program at the library. John Hodgeson and Roger Martin will share their poetry and poems by others about the Civil War on Oct 26.

Motion to adjourn made by Connie and seconded by Morgan. Meeting adjourned at 8:11 pm

Respectfully submitted by Krista Goguen

Next meeting: Thursday October 5, 2023 at 7 pm in the Slade Building.