

Town of Hubbardston
Board of Library Trustees
Meeting Minutes August 3, 2023

Members present: Morgan Brinker, Connie Strittmatter, Krista Goguen, Bob Cronin, Tom Robinson; Lucinda Oates.

Also present: Christine Barbera, Library Director, and guests: Mabel Matheson, Abigail Ramsey, Kirsten Ramsey, Joshua Marcotte.

Meeting called to order by Chair Connie Strittmatter at 7:01 p.m. in the Slade Building.

AGENDA:

- **Awarding checks to scholarship recipients**

Chair Connie Strittmatter welcomed and congratulated Mabel Matheson and Abigail Ramsey the recipients of this year's \$500 Library Scholarship.

- **Library Director's report**

Chris Barbera presented the Directors Report for August 3, 2023

Curbside Pickup 0; Patrons 375; Students 0; New Cards 7;

Storytime Attendees Adults 43 Children 82 Total Attendees 125 Storytime events in July -9

Volunteers' 2 with a total of 5 visits and a total of 14 hours for the month

FaceBook/Instagram Totals

Facebook Page Reach July 2225; Facebook Total Page Likes July 831; Page followers July 920;

Facebook Page & Profile Visits July 436; Instagram Page Reach July 50

Instagram followers July 115; Instagram Profile Visits July 8; Most popular FB posts #1 HPL – Info about the library...1194 / #2 Ahoy! This week at Storytime...985; Wifi connections July 68

NEW Website visits July 448

Library Numbers:

Hubbardston Items Circulated (Regardless of location) July 980

All Items Circulated at Hubbardston (Regardless of ownership) July 928

Requested Holds July 272; Total Number of Patrons registered at Hubbardston 1456

Total Number of Items July 12,126; Overdrive Monthly Checkouts July 546

The library was closed Tuesday July 4th for Independence Day and Wednesday July 19th due to no water.

The Senior Book Club met on July 26th and discussed "Where Are the Children?" by Mary Higgins Clark

There were 4 in attendance. July's selection is "Where are the Children Now?" by Mary Higgins Clark.

The Club will meet on Wednesday August 23rd at 11:00 am at the Sr. Center. The display for July was

"Go Outside" in both the Adult and Children's Reading Room. August's display will be "Back to School".

The Bee Program with Mary Vartaresian of Bee Kind Farms and Donna Farrell was held on Monday July 17th at 6 pm. We had 13 in attendance.

Chris also presented an overview of the library accounts and she explained these figures are not yet updated for FY 24 and do not reflect all expenses or current balances. Connie pointed out expenses for the recent electrical work have not been deducted and the "Long Range Plan

2016” funds were returned and should be removed. The last column of the chart shows the percent expended during the year to date. The beginning balances of the Library Trust accounts for FY 24 are shown in black with the FY 23 beginning balances, losses (2nd column), and gains (3rd column) in red. Chris explained the losses include maintenance fees and investment losses.

Account	Begin 07/01/2023	Expenses ESTIMATED	Income ESTIMATED	Net as of 07/31/2023	
Personnel	\$ 49,047.00	\$ 3,938.15	\$ -	\$45,108.85	8.03%
Employee support	\$ 310.00	\$ 276.00	\$ -	\$ 34.00	89.03%
Services	\$ 19,510.00	\$ 3,774.66	\$ -	\$15,735.34	19.35%
Supplies	\$ 19,886.00	\$ 831.00		\$19,055.00	4.18%
State Account	\$ 41,016.17	\$ -	\$ -	\$41,016.17	
Donation Account	\$ 26,435.02	\$ 1,816.97	\$ 3,283.00	\$27,901.05	
Dog fund	\$ 4.50	\$ -	\$ -	\$ 4.50	
Trusts					
Buffum	\$ 5,634.49	\$ -	\$ -	\$ 5,634.49	
FY23	\$ 5,523.05	\$ 200.65	\$ 312.09	\$ 5,634.49	
Church	\$ 3,855.23	\$ -	\$ -	\$ 3,855.23	
FY23	\$ 3,792.56	\$ 112.82	\$ 175.49	\$ 3,855.23	
Clark	\$ 2,099.77	\$ -	\$ -	\$ 2,099.77	
FY23	\$ 2,072.66	\$ 48.79	\$ 75.90	\$ 2,099.77	
Fairman	\$ 7,899.06	\$ -	\$ -	\$ 7,899.06	
FY23	\$ 7,732.55	\$ 299.74	\$ 466.25	\$ 7,899.06	
Freetown	\$ 24,804.42	\$ -	\$ -	\$24,804.42	
FY23	\$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%

- **Approval of Meeting minutes for July 2023**

Morgan motioned to change an agenda item from “Election of Library Trustee Chair” to “Election of Library Trustee Positions”. Connie 2nd. All approve.

Morgan motion to approve minutes, Lucinda 2nd. All Approve.

- **Review of ARIS report**

Chris explained the Annual Report Information Survey (ARIS) report is one of 8 requirements of the Massachusetts Board of Library Commissioners (MBLC) for State Certification. The report includes staffing, wage ranges, hours open, town support, collection expenditures and library management for the current year with the previous year for comparison. Certification requires libraries to meet adequate amounts of these criteria based on Town population. ARIS Reports for all libraries are posted online. Chris clarified items in the report in response to Trustee's questions. Krista pointed out the report includes descriptions of the range of library functions that would be accomplished by multiple specialized staff in larger libraries. Trustees commended Chris for all she does. Chris complimented library assistant Ann Goewey and Storytime leader “Miss Patricia” for their valuable work in the library. Connie noted increases in the library collection and program attendance.

- **Overview of State Certification requirements**

Chris presented an overview of the 8 State Library Certification requirements for 1) municipal appropriation; 2 & 3) open access without fees; 4) minimum hours open; 5) personnel; 6) materials expenditures; 7) reciprocal borrowing and lending across the Commonwealth; 8) annual filing of the State Aid application and ARIS Report. The library must also meet the [Minimum Standards of Public Library Service](#) in order to maintain “Certification” and obtain State Aid to Public Libraries. Hubbardston library gets about \$9,000 per year in State Aid. The requirements and funding are based on town population. Chris explained each of the requirements and how Hubbardston library meets and/or exceeds them. For example, the library is open 24 hours a week including three evenings and Saturdays, 9 hours more than the required 15 hours for towns of our size. Morgan noted recent the library's Facebook posts sharing library statistics and mentioned interesting posts from other local libraries demonstrating the value of the library.

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

- **1st floor rehab**

Work on this is still on hold. Renovation of the library Director's office is included in this grant.

- **Brick repair**

- [Email with Bella Masonry](#)
- **Foundation reports [Part I](#), [Part II](#)**

Tom has been in contact with Bella Masonry and provided them the foundation reports and structural engineer report. He will follow up to set up a site visit. They are busy but have expressed interest in our project.

Bob asked about Town support for the library's facilities management projects. Chris recently surveyed 15 local libraries. Most (9) do not have facilities managers so the Trustees are the default managers. We can work with the Town Manager for support. This is how the library roof project was accomplished.

- **Hiring a Building/Facilities Consultant**
 - **Sample report from Wendy Frontiero**

Connie provided an overview of her recent conversation with Preservation Consultant Wendy Frontiero. Ms. Frontiero expressed interest in our project. Trustee reviewed a sample of her recent work, a report assessing the repair and maintenance needs for another historic building. The report includes her recommendations and short and longer-term priorities for repair. She is also knowledgeable about funding opportunities for historic buildings. Trustees discussed the value of this type of report for planning and future funding for building maintenance and accessibility. She may be available later this year.

Motion made by Morgan to submit a request for proposal to Wendy. 2nd Tom. All approve.

Motion made by Morgan to authorize Connie to hire Wendy if the cost is within the budget of \$6,000. 2nd Tom. All approve.

- **Creation of Policies Subcommittee**

Motion made by Connie to form a Policies subcommittee. Tom 2nd. All approved. Krista and Morgan volunteered to work on the Policies subcommittee with Chris as Ex Officio.

- **Road Race Updates**

The 26th Road Race is on Saturday Sept 9. Connie reported on the race planning: We have 46 participants already registered and we typically get 40-50 registering at the Race. We have \$4000 in revenues from registration fees and sponsorships. T Shirts will cost about \$2,000. We may get some new sponsors. \$800 in prizes have been donated. Prizes go to category winners and some are raffled to participants. Board members are encouraged to assist during the event with set up and clean up.

- **Begin planning for CIPC grant**

Proposals for Capital Improvement projects are due In October for funding approved at the 2024 ATM. Trustees discussed whether to seek funds for this cycle. Trustees have identified the following projects for potential CIPC funding. Trustees also identified priorities for better energy efficiency and for improving building accessibility. The Consultant report will not be ready in time but it could help to guide these priorities.

- Replace flooring in the basement meeting room.
- Continued repair of the Library building foundation
- Replace basement library windows
- Boiler replacement or other HVAC system
- Architect assessment for the library

Discussion: Tom clarified the Current 1st floor rehab includes installation of storm windows and the current CIPC request for library foundation repair includes rehab/replacement of the ground level windows that are damaged. Tom mentioned we have replacement window panes in the library boiler room but we need to determine if they can still be used and identify a company with the equipment to install them. Some building foundation cracks were sealed and we have funding for some additional work.

Regarding boiler replacement: Chris reported the recent repairs have improved the Boiler's performance. It is still functional but some parts are rusting. Trustees discussed exploring alternatives such as mini-splits which could also provide cooling and dehumidification. Tom will contact the Town Administrator to find out about the status of funding for energy efficiency and look into the Mass Saves energy audit and rebate opportunities. The Town received some State funding for energy efficiency and some work was done and may be in the process of reapplying for a State grant. We will also seek recommendations on how to proceed in getting cost estimates and developing a scope of work and identifying companies who can do this type of work on the library. We will discuss findings at the next meeting and possibly proceed with a proposal related to upgrading the library HVAC system.

Regarding building access. An elderly patron recently needed to use the manual accessibility lift. Chris and Ann were able to take turns to raise and lower the platform. They discovered the iron gate no longer opens fully due to shifting of the steps. Chris will look into getting it fixed.

- **Standing Item:** Review calendar for the Trustees, financial and other activities

Trustees reviewed the calendar and discussed upcoming activities. Chris will reserve a table at Hubbardston Field day on Sept 16 to sell library memorabilia and have activities or a game.

Motion to adjourn Tom, 2nd Bob. Adjourned at 8:21 pm.

Respectfully submitted by Krista Goguen

Next meeting: Thursday September 7, 2023