

Town of Hubbardston
Board of Library Trustees

Meeting Minutes June 1, 2023

Meeting Location: Slade Building

Members present: Morgan Brinker, Connie Strittmatter, Krista Goguen, Josephine Amato, Tom Robinson. Members absent: Bob Cronin
Also present: Christine Barbera, Library Director; Heather Munroe, Select Board Member.

Meeting called to order by Chair Connie Strittmatter at 7:10 PM

AGENDA:

- **Introductions/Conversation with Heather Munroe, Select Board Member**

The Trustees introduced themselves and thanked Heather for attending the meeting as the Selectboard liaison to the Library Trustees. Connie stated the Library Trustees are interested in establishing lines of regular communication with the Select Board. Heather stated her interest in learning more about the library and how the Select Board can support the library and trustees. Chris provided an overview of the library's regular programs, including popular weekly storytimes and other programs such as monthly senior book club, Not Just Knitting. Center school doesn't currently have a library, so she established a program for the 3rd, 4th, 5th grade classes to come to the library every other week. Upcoming programs include a program about the Boston Red Socks and one on bees to coordinate with the summer reading programs. The Library Road Race will be held in Sept. The Library awards scholarships through Road Race funds. Heather asks if the library could consider weekend storytime for working parents. Heather offered to help publicize upcoming library programs. Chris will send the library director's report to Heather. Connie explained the need for help with coordination for our Town awarded funds for capital projects. Also, the current Library Strategic Plan ends in 2024 so we would like Select board input and help getting community input as we start our strategic planning process this year. Connie and Josephine explained the process, including the community survey and focus groups conducted for the last strategic plan. Connie will share the current Strategic plan and survey with Heather. We discussed the promotion of the upcoming Road Race and the scholarships they fund.

- **Library Director's report.** Chris presented the Library Directors Report for June 1, 2023

Curbside Pickup 1; Patron visits 345; Students 204; Storytime Attendees: Adults 68, Children 87
Total Attendees 155; Storytime events in May - 9. Volunteers: 2 with a total of 3 visits and a

total of 12.5 hours for the month; New Cards 3.

FaceBook/Instagram Totals. Facebook Page Reach May 2216 / Apr 1426 / Mar 2240 / Feb 2207 / Jan 444 / Dec 448 / Nov 203 / Oct 855 / Sept 1777 / Aug 183 / July 658 / June 2110 / May 807

Facebook Total Page Likes May 815 / Apr 838 / Mar 806 / Feb 807 / Jan 802 / Dec 787 / Nov 785 / Oct 781 / Sept 768 / Aug 740 / July 735 / June 735 / May 725

Page followers May 895 / Apr 890 / Mar 887 / Feb 883 / Jan 878 / Dec 880 / Nov 878 / Oct 874 / Sept 860 / Aug 833 / July 825 / June ? / May 810

Facebook Page & Profile Visits (formerly Check in to our location) May 330 / 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

Instagram Page Reach May 39 / Apr 33 / Mar 47 / Feb 40 / Jan 3 / Dec 26 / Nov 1 / Oct 1 / Sept 0 / Aug 2 / July 16

Instagram followers May 102 / Apr 92 / Mar 79 / Feb 58 / Jan 39 / Dec 38 / Nov 35 / Oct 32 / Sept 27 / Aug 26 / July 26 / June ? / May 18. Instagram Profile Visits May 7 / Apr 6 / Mar 28 / Feb 21. Most popular posts #1 Rock Garden...1402 / #2 Storytime all about BUGS ...773

Wifi connections May 109 / Apr 90 / Mar 87 / Feb 89 / Jan 95 / Dec 78 / Nov 136 / Oct 142 / Sept 142 / Aug 93 / July 71 / June 134 / May 128

Library Numbers:

Hubbardston Items Circulated (Regardless of location) May 1652 / Apr 1271 / Mar 1367 / Feb 1358 / Jan 1504 / Dec 1097 / Nov 1247 / Oct 1308 / Sept 820 / Aug 1218 / July 1232 / June 1138 / May 1569

All Items Circulated at Hubbardston (Regardless of ownership) May 1653 / Apr 1339 / Mar 1303 / Feb 1446 / Jan 1546 / Dec 1143 / Nov 3058 / Oct 1247 / Sept 735 / Aug 1068 / July 1211 / June 1076 / May 1477

Requested Holds May 199 / Apr 138 / Mar 217 / Feb 218 / Jan 273 / Dec 187 / Nov 252 / Oct 199 / Sept 246 / Aug 256 / July 269 / June 219 / May 104

Total Number of Patrons registered at Hubbardston 1457. Total Number of Items April 12,119
Overdrive Total Checkouts from Hubbardston Patrons FY2022 4892

Overdrive Monthly Checkouts May 481 / Apr 474 / Mar 454 / Feb 426 / Jan 491 / Dec 364 / Nov 473 / Oct 456 / Sept 447 / Aug 524 / July 483 / June 437 / May 449

The library was closed Monday May 29th in honor of Memorial Day. During the parade and ceremony on Memorial Day, I opened the library for bathroom access to the public. I had a total of 38 visitors that day. The Senior Book Club met on May 24th and discussed "Open Season" by C.J. Box. There were 6 in attendance. June's selection is "1000 White Women" by Jim Fergus. The Club will meet on Wednesday June 28th at 11:00 am at the Sr. Center. The "Not Just Knitting" program was held on May 9th and May 23rd with a total of 8 attendees. They will meet once more on June 13th and then take the summer off and start meeting again in September. The displays for May were in honor of Asian/Pacific Islander Heritage Months in both the Adult and Children's Reading Room, along with Mother's Day and Memorial Day. We hosted two programs in May. The first was West African Drumming with Jafar and the Wendell Warriors on May 13th with 13 in attendance. The second was "The Rose: Find Your Voice by Pastel

Painting” with Greg Maichack on May 23rd. *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.* We had 14 in attendance. On Saturday May 20th a truck driving on Main St. hit the charter internet wire and pulled it from the building. We lost our dedicated internet line for CWMARS and our WIFI hotspot. CWMARS noted the interruption and contacted Charter who came out on May 23rd to repair the wire. The various openings from the soffits falling out of the attic has attracted numerous birds who have taken up residence in the attic. I am looking for someone to try to replace the soffits from the inside. I have made some calls and haven’t received any call backs yet. The DPW will not be able to assist us with the foundation repairs. Nathan the Town Administrator is reaching out to someone who may be able to help us. I will forward what information I get after they look at the foundation.

Chris presented an update on the Library Accounts. In April, Trustees authorized transfers from Donations and State accounts to cover unusually high utility and maintenance expenses in Services accounts. Chris requested the Donations account be reimbursed the Supplies fund \$1,911.23. However, although electricity costs dropped drastically, some of that balance may be needed for this month's expenses. She noted that funds from the State and donations accounts don’t need to be specifically transfered to the Services account because the State and Donations accounts are not Municipal accounts.

Account	Begin 07/01/2022	Expenses	Income	Balance as of 4/30/2023	
Personnel	\$45,711.00	\$ 34,062.37	\$ -	\$11,648.63	74.52%
Employee Support	\$310.00	\$232.00	\$ -	\$78.00	74.84%
Services	\$19,510.00	\$17,598.77	\$ -	\$1,911.23	90.20%
Supplies	\$19,866	\$17,436.60		\$2,449.40	87.68%
State Account	\$35,241.19	\$ 3,955.80	\$ 9,934.10	\$ 41,219.49	
Donation Account	\$28,251.99	\$ 15,926.16	\$ 3,399.00	\$ 15,724.83	
Dog Fynd	\$4.50	\$154.50	\$225.00	\$75.00	

- **Approval of Meeting minutes for [May 2023](#)**

Motion to approve made by Morgan, 2nd by Josephine. 4 approved. Tom abstained.

- **Library Budget & Accounts**

Connie and Chris provided an overview of the recent increases in expenses (listed below) to the Trustees to determine whether the Donations account should be used. Chris explained the printed summary is not up-to-date. The Supplies account is currently down to \$700 funds are available in the Employee Support and Personnel accounts.

Motion to use Personnel and Employee Support first, then use the State accounts to cover these expenses when they can't be covered by Services account as usual. Tom motions, Josephine 2nd. All approve.

- Verizon phone \$48.66 (we never received April 2023 bill, so this is two months worth)
- Peterson Oil \$1094.55
- National Grid \$317.42
- Total as of 5/22/23 \$1,460.63

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

- **1st floor rehab**

No updates. Funds are still available for Children's room lighting, windows and Director's office. Connie submitted the bill for the electrical work done on the Library. Should be paid and shown on the account summary. Chris reminded us that the numbers presented at the meeting are not up to date. She will email more current numbers to trustees as available. We are holding off on more work for the project consultant.

- **Brick repair**

Tom met with Travis of DPW. DPW is not able to assist due to lack of personnel. Nate is also investigating other options for the work. Connie identified Bella Masonry and Construction in North Brookfield as a potential option. Also a Raymond James Restoration in Worcester. Morgan will contact these companies. We need to get the repair completed by Dec 2023.

- **Hiring a Building/Facilities Consultant**

This request will be on the warrant at the ATM. Connie investigated the suggested Conway Center at Smith College but their focus doesn't seem relevant for our needs. She also contacted a company Municipal Building Consultants in North Andover and is waiting to hear back. She will also investigate experts at Fitchburg State. Krista will investigate MBLC, Connie will investigate Preservation Massachusetts (<https://www.preservationmass.org/>). Morgan previously investigated Monty Tech, but they are not available. The \$2,500 from CPC for the Long Range Plan will be returned (it is still listed on the accounts). We couldn't repurpose it to pay for the consultant so we submitted a new proposal.

- **[Develop a calendar for the Trustees, financial and other activities](#)**

Connie presented the calendar and asked for additional input of activities. Trustees can add to the document and we will discuss the calendar at the next meeting. The calendar should include activities of the library director and trustees and include info about town budgeting, elections, personnel reviews.

- **Thank you to Josephine for her service as Library Trustee**

Trustees thanked Josephine Amato for her long-time service as a Library Trustee; she has served for 17 years, including helping the library through the desertification and recertification process. Josephine expressed her appreciation for the opportunity and shared how she benefited from the experience.

With Josephine's 'retirement', we will have a vacancy on the Library Board. We can solicit a candidate and request TA to send an announcement of the vacancy after the election. Will need to present an appointment to the Select Board. The person will be appointed to serve a one year term until the next election then they can run for the position at the next election for the remaining 2 year terms. Chris will post the vacancy on the new electronic library notice board in the library and on Facebook.

Tom asked about the CPC Public Hearing on the Community Preservation Committee projects and the application process being held tonight. Attendance is not required for proposal submission.

Josephine described the steps she took to advertise the scholarships in previous years. Morgan will reach out to the counselors again. Chris will check the Scholarship email account and resend the Facebook announcement.

Future agenda items

- **Library Website Review**

Chris is reviewing the current website for accessibility in preparation for the update which should be released soon. She is getting training on the set up and how to use the new system.

Motion to adjourn made by Morgan, 2nd by Tom. Meeting adjourned at 8:12 pm.

Next meeting: July 6, 7pm

Respectfully Submitted by Krista Goguen