

Town of Hubbardston
Board of Library Trustees
Meeting Minutes
January 4, 2024

Members Present: Morgan Brinker, Connie Strittmatter, Krista Goguen, Tom Robinson
Also present: Christine Barbera, Library Director, and Patricia Lowe, Story Time Leader.
Members Absent: Bob Cronin and Lucinda Oates

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

Connie welcomed Patricia Lowe and trustees complemented her on her well received and well attended storytimes. Patricia announced two extra storytimes scheduled for Saturdays in January to make up for the several Monday holidays.

AGENDA:

- **Library Director's report**

Chris presented the [December 2023 Library Director's Report](#). She noted the financial summary is up to date as of Dec 31. The invoice for the Architectural Consultant's report will be submitted this month. Chris also mentioned the automatic open door button has been fixed.

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

Motion to accept made by Morgan, 2nd Tom. All approve (4-0-0)

- **Strategic Planning**

- [2019-2024 Plan](#) Review
- 2019-2024 [Progress Report](#)
- Strategic Planning [Strategies](#)

Connie led a discussion on how to move forward with updating the strategic plan, specifically on determining the timeline and details for the community survey and deciding whether to proceed as a whole group or by subcommittee. The report is due by October, so we need to work backwards to be able to complete it by the end of September.

Chris and Connie prepared a progress report summarizing the progress the library has made toward the goals of the Strategic Plan and indicating whether the goals are still relevant and/or pursuable. Krista presented an overview of the *Strategic Planning for Public Libraries* workbook which details the goals of strategic planning and techniques for analyzing the library strengths and areas for growth, conducting a community survey, and determining goals and objectives. Patricia shared insights from story time participants and their parents. She has heard comments such as: 'I grew up in Hubbardston but I've never been in the library', or 'I forgot

about the library'. She hears moms listening to audiobooks in the school pick up line. The storytime program is also engaging families from other nearby towns. Patricia and Chris are working on expanding the library's Facebook, Instagram and website announcements. 'Page the Bookworm' library mascot is very popular on social media. The very successful Snowplow Story time was offered in coordination with the kindergarten classes. She is arranging for a session with the Fire and Police depts. If Covid resurges, Patricia is hoping to record storytimes and provide takeaway story time kits. Patricia also described examples of programs for middle-school aged patrons to improve on strategic plan Goal 4: explore developing young adult program, such as: hosting the revitalized town boy scout troop; offering targeted programs (e.g. lego build night and/or 'trade nights for kids to swap lego kits; 'D & D campaign' one off sessions that could be run multiple times and also engage older teens as volunteers) She is applying for an Eisner Graphic Novel grant to expand the graphic novel collection and fund a graphic novel party and author talk.

Trustees discussed digital techniques for capturing comments from library users, program participants and from residents who don't use the library. Chris mentioned there are 1500 library card holders in Hubbardston but only 293 patrons came into the library. It would be helpful to find out if these cardholders are using electronic collections through LIBBY or other area libraries. In the previous survey, 20% of respondents were non-users. Trustees also discussed reaching out to groups (senior center, storytime participants, Quabbin District wide newsletter, Hubbardston Center School), using the town announcement systems, and area businesses to advertise the survey and get survey participants; and using a mix of paper and electronic surveys. Tom asked about the funding cycle. Budget submitted in Nov. \$2500 from previous long range planning may still be available. We may need help with facilitating focus groups.

Tentative steps to proceed to complete by June 30: - review entire strategic plan including process and survey -- develop timeline and tasks - identify questions to ask and formulate survey and focus groups - meet with staff, meet with select board - identify additional library data available/needed.

Action Item: Trustees and library staff will hold a Strategic planning meeting on Saturday Jan 13, Noon - 2 p.m. at the Slade Building. Prior to the meeting, participants will review the entire plan and our library data and draft suggested survey questions and plans for survey outreach.

- **Library Policies Subcommittee**
 - **Review revised Mission, Goals and Vision**

Morgan summarized the policies subcommittee's revised mission statement that incorporates comments from the last meeting and a review of the statements of other area libraries. Trustees discussed the proposed mission and vision statements. Tom motioned to approve this proposed mission and vision statement. Connie 2nd. All approve (4-0-0).

MISSION: The Hubbardston Public Library is dedicated to inspiring, supporting and connecting our local community by procuring and ensuring access to a variety of quality materials, technologies, programs, and services to fulfill each patron's educational, recreational, and cultural needs regardless of all ages, abilities, or background.

VISION: Through our collections, services and programs we will be a reliable resource, ensuring that our community has access to the materials and information they seek, fostering a culture of lifelong learning and discovery.

- **Follow-ups:**

- **CERT Collaboration for emergency kiosks.** <https://cefls.org/library/3992/>

Morgan is also on the CERT committee and she announced an Emergency Management Performance Grant (EMPG) grant was awarded to the Hubbardston CERT. Feb 15 next Cert meeting. She will invite Judy O'Donnell Hubbardston's emergency director to a future Trustee meeting to discuss how the library can support this effort.

- **Patio clean-up and furniture**

Action Items: Tom will set up a cleanup day in the spring. Chris will find out if approval is needed from the Historic register to remove the handrail in that area.

- **Standing Item:**

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

CPC Grants: We will not be submitting a new CPC grant for this year.

Trustees will focus on resolving the projects funded by existing grants.

Scholarship: Morgan and Tom will work on the rubric for the Library Scholarship in preparation for announcing the scholarship opportunity in the Spring. Trustees discussed ways to better promote the scholarship opportunity, such as apply to announce through the Town email alerts, digital sign board, senior center newsletter and notices at local businesses.

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

- 1st floor rehab
- Foundation repair
- Brick repair

1st Floor Rehab, Pointing and Brick repair - still on hold.

Foundation Repair: Tom has contacted Bella Masonry but hasn't heard back.

Action Item: Tom will investigate other masons recommended in Wendy's report.

- **Hiring a Building/Facilities Consultant**

- Final Report

Final report and letter from Wendy Frontiero was received and shared with Trustees and the Town Administrator in December. It includes the requested prioritization and sequencing of the work items and states that several work items can be coordinated. It also identifies the essential vs cosmetic work. No notice yet on whether Hubbardston will be awarded the Green Energy grant.

Motion to adjourn made by Connie, 2nd by Morgan and Tom. Meeting adjourned at 8:30 p.m.

Respectfully submitted by Krista Goguen

Next meeting: Thursday February 1, 2024, 7 pm at the Slade Building.