

**Town of Hubbardston
Board of Library Trustees
Meeting Minutes Thursday, April 4, 2024**

Members Present: Connie Strittmatter, Morgan Brinker, Krista Goguen, Lucinda Oats, Tom Robinson. **Also present:** Chris Barbera, Library Director; Patricia Lowe, Library staff; Nate Boudreau, Town Administrator.

Chair Connie Strittmatter called the meeting to order at: 7:06 PM
The meeting was held online on Google Meet due to inclement weather

Connie introduced guests Trisha Lowe, library Storytime Lead and Hubbardston Land Use Clerk and Town Administrator Nate Beaudreau.

- **Library Director's report [March 2024](#)**

Chris Barbera presented the March Library Director's report. The budget numbers are from February. Chris explained the final bill of \$4600 for boiler repair was paid with the remaining balance of the Freetown Trust and the State account.

- **Approval of Meeting minutes for [March 7 2024](#)**

Motion to approve Morgan, 2nd Lucinda. All approve 5/0/0

- **Scholarships**

Morgan presented the updated [Online Scholarship Application form](#). Trustees discussed the changes to eligibility and approved it for distribution. Chris will post information in the library and on the library website. Morgan will update the flyers for distribution. Trisha will make a display for the library. Nate will publicize through Town social media and online communications.

- **Strategic Planning**

Trustees reviewed the Draft Strategic Planning Timeline and moved the focus groups to April and the Select Board presentation to May. About 20 people expressed interest in participating in a focus group. Josephine Amato has agreed to facilitate focus group(s) and she will meet with Connie to schedule date options and work with Trustees to develop the questions.

Survey and Comments: Connie reported 150 survey responses were collected in March. Trustees reviewed preliminary results and survey comments and discussed some highlights: the children's programming and library staff received many positive comments; several comments about new books and proactive collection development; 50% of respondents don't use the library website but they may use social media or libby instead. Consider asking about the library website in the focus groups. Nate asked about the library website and whether it could be part of the Town website. We pay \$600 per year for hosting the library website and Chris explained the recent upgrade to the library website to improve accessibility and functionality of specialized library resources. Nate will add a more direct link to the Library website on the Town website.

Next steps: The Subcommittee will work with Josephine to develop questions for the focus groups. Trustees will examine responses to specific questions and responses by user groups in more detail to identify issues and interests to guide our strategic planning. Trustees will also conduct a SWOT/SOAR analysis with library staff at a special meeting on April 25. Trustees will identify preliminary goals and objectives for the strategic plan at the May Trustee meeting and present these and the survey highlights to the Select Board on May 20 and get feedback.

- **Standing Items:**

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

Add a performance review for the library director in August to be in sync with the Town budget. Chris noted she completed annual performance reviews for Ann and Tricia.

- **Library Policies Subcommittee** - Policy review is ongoing.

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

- **1st floor rehab** - still on hold

- **Foundation repair**

- [Draft Library Foundation Repair Invitation Bid](#)

Nate provided an overview of the draft Invitation for Bid (IFB) he worked on with Tom. It uses the Town-approved contract format for smaller projects which does not require taking the lowest bid. They will meet again to finalize the bid. A subcommittee of Trustees will review the bids.

- **Green Energy Grant for Heat Pumps**

Nate provided an update on the Green energy grant. He is scheduling a preconstruction meeting with the State Energy Dept, Chris, and the Trustee subcommittee (Tom and Morgan) to discuss the library building historical constraints, requirements, and considerations. Nate is looking into applications for the second phase of green energy grants. Trustees thanked Nate for his efforts on including the library in the Green Grant. Trustees also thanked Nate for attending this meeting.

- **Other Items/announcements:**

Nate thanked Trisha for organizing and running the Citizen's academy. 20 attendees will be graduating from the "academy". The large TV is now installed on the wall in the children's room to facilitate presentations. Trisha is organizing a special storytime to provide child care at the ATM. She is coordinating with scouts and high school groups for assistance. Tricia also announced she is distributing a 'Teen programming Interest form' to library users and through the QRSD, Monty Tech and home schoolers to determine scheduling for the new Dungeons & Dragons and Magic the Gathering activities.

Connie motioned to adjourn, 2nd Morgan. Meeting adjourned at 8:23 p.m.

Respectfully submitted by Krista Goguen

Next meeting: Thursday May 6, 7pm at the Slade Building.