

Town of Hubbardston
Board of Library Trustees
October 7, 2021 Meeting Minutes

Josephine Amato called the Meeting to order at 7:02 p.m.

Members present: Josephine Amato, Morgan Brinker, Krista Goguen, Tom Robinson,
Connie Strittmatter.

Also present: Bob Cronin and Chris Barbera, Interim Library Director.

AGENDA:

- **Library Director's Report**

Chris Barbera presented an overview of the September Library Director's Report.

The Library's Facebook page reach showed a decrease, but the other numbers remain steady.

Wifi connections increased in Sept.

Monthly circulation numbers are now available from C/W MARS and will be included in the monthly Director's report. In September 2021:

Items Circulated from Hubbardston = 681

All Items Circulated at Hubbardston = 918

Requested Holds = 199

Total Number of Patrons registered at Hubbardston = 1513

Total Number of Items = 13,600

The Director's Report also included the library budget and fund totals.

September activities included the 24th annual Road race, a booth at Hubbardston Field Day, and the Senior Book club monthly (Book: *Big Lies in a Small Town*). Next month the Senior Book Club will read *A Fall of Marigolds*. In October Family book club kits will be available (book: *The Boy Who Harnessed the Wind*.) We have set up a display for crafting books and we are loaning colored pencils with Coloring book kits for adults. In response to a question, Chris said she has not done library card outreach to Hub Center school yet this year. She has scheduled the 3rd grade classes to come to the library on a rotating basis. Some Kindergarten and 5th grade teachers are also interested. Class visits are scheduled for visits when the library is closed. Local girl scouts will help hand out halloween candy and prizes at the library on Oct 31, 5-7 p.m. Our storytime leader, Michelle Coldbrook, is resigning and relocating out-of-state. Chris will post the position. Morgan suggested someone from MOC may be able to fill in.

Titan roofing has ordered soffits and will let Chris know when they are ready to be installed. The order may be delayed due to the pandemic.

- **Meeting minutes for July and August, 2021**

Approval of the July 2021 minutes. Motion to Accept Connie, 2nd Morgan. All Approved.

Approval of the August 2021 minutes. Motion to Accept: Krista, 2nd Morgan. Approved by Josephine, Morgan and Krista. Abstain: Connie and Tom.

- **New Trustee update**

Josephine shared the September 28, 2021 letter of resignation from Johanna Henning. The Select board posted the vacancy for an appointed position until the next Town Election on June 14, 2022. Bob Cronin is interested in serving on the Library Trustee board. He mentioned his interest in reading, support for the library and previous experience serving on a town board. Bob apply for the position. Josephine and Bob will attend the Select board meeting on 10/18. Motion to consider Edward Robert (Bob) Cronon to fill the vacancy. Motion Morgan, 2nd Connie. If other candidates apply for the seat, the Trustees will discuss selection and vote at the November meeting to consider all applicants.

- **Developing and reviewing library policies.**

Using MBLC and MLS (Mass. Library System) example policies and ALA “Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage”, a subcommittee of Chris and Krista are reviewing existing library policies and presenting drafts for Trustees review. The Trustees discussed a draft revision of the existing “Library Building Usage by Other Organizations” policy from 2009. The draft “Facilities Use, Display, and Exhibits Policy” is posted on the Trustee’s shared Google Drive for Trustees to review and add comments for consideration at the Nov meeting. This draft revision of the Facilities Use Policy continues the previous policy’s format of describing the library facility by floor. Trustees discussed the need to clarify the library’s historic “ownership” of the building in relation to the current use of the basement for town offices. The first floor (basement) is considered part of the library but it is currently “leased” to the Town for office space. The policy should also clarify what is considered a meeting. In the past, groups like scouts have met at the library and tutors have scheduled hours at the library. Also, the previous policy included the use of videorecording in the library. Chris will get the official occupancy number for the library.

The Trustees also began a review of the existing “Volunteer Policy”. The policy includes a CORI background check (Criminal Offender Record Information). Trustees discussed recommending the Town also include a SORI Background check (Sexual Offender Registry Information).

Josephine recommended the Trustees should also review the Library’s Long Range Plan

- **September 2021 Road Race information**

Connie reported this year’s race went well and we made approximately \$3,600. There were 75 runners plus 20 more people who registered but didn’t participate in the race. These numbers were a little lower than previous years, but COVID and the race date (9/11) could have affected participation. We lost some traditional contributors but gained a few new ones. There was a good selection of prizes and many opportunities to win. Mark Wigler and Connie Strittmatter will continue to plan and coordinate the race. Next year will be the 20th race and also the 150th anniversary of Hubbardston library.

Thank you letters were sent to sponsors. Tom suggests adding more details on how the money raised from the race will be used by the library (e.g. the Library’s scholarship).

- **Legacy Collection** (Evan Knight, preservation specialist at MBLC)

Krista and Gabby continue working on an inventory of the books on the balcony.

- **Status Report on the library building work.**

Tom reported on the status of trimming the trees on the library property. The Tree Warden reported DPW is planning trimming/removal of the parking lot and school frontage trees. Tom is trying to find out when this may happen. If there is no action soon, the library may need to hire a contractor. Tom is working on scheduling an electrical contractor. He is also investigating a contractor for the brick work. Local contractors are busy so the scheduling has been difficult. Tom found the library's storm windows in storage downstairs. He will hire a local contractor for the installation.

Future Agenda items:

- Discussion/ideas about ADA compliance - Not discussed.

- **Discussion of activities for 150th anniversary in 2 years**

Trustees briefly discussed scheduling the Anniversary celebration activities in coordination with the 2022 (20th) Road Race to be held on Saturday September 10, 2022.

Race applications go out in April. We could plan to have a small activity/event each month between April and September 2022.

Morgan talked with Joyce Green re: inviting the Hubbardston Historical Society to create a display in the library. Morgan will invite them to come to a Library Trustee meeting in Dec or January. Trustees will also consider involving the Hubbardston Historical Commission.

- Further Grants research information/discussion - Not discussed.

Motion to adjourn: Morgan, Tom 2nd. Meeting Adjourned at 8:20 p.m.

Next Meeting: 7:00 PM, November 4, 2021

Respectfully submitted by Krista Goguen