

Town of Hubbardston  
Board of Library Trustees  
December 3, 2020  
Meeting Minutes

Members Present: Connie Strittmatter, Josephine Amato, Tom Robinson, Morgan Brinker, and Krista Goguen. Members Absent: Johanna Henning. Also present: Chris Barbera, Interim Library Director.

Zoom meeting called to order 7:11 pm

**Library Director's Report - Chris Barbera**

Chris reported curbside pickups remain steady. The Library's Facebook posts show increased views. Visits during library open hours have 11% increase from Sept, but due to the increasing COVID-19 numbers, she does not recommend increasing our open hours. Covid cases are increasing in Hubbardston. Town Manager requests the library record contact info for library patrons to facilitate contact tracing. Chris will check on and follow MBLC policies on libraries and contact tracing.

Programs: Virtual Storytime is suspended. 11 people attended two art programs in November. Holiday and topic- themed book displays are ongoing, including a display for "Transgender Awareness Week" in mid-Nov. Gabbie will decorate the Library with a holiday theme. Senior Book club is meeting monthly (November book: "The Lost Girls of Paris" by Pam Jenoff; December book: "Educated" by Tara Westover; January book: "The Underground Railroad " by Colson Whitehead. Planning for the Summer Reading Program and other in-person programs is on hold due to the uncertainty of COVID-19.

Administration: The ARIS and the State Financial Reports have been submitted to the MBLC. We should receive our Compliance Certificate in early 2021. The update for the strategic plan is also due to the MBLC this month. Chris is preparing the FY 2021 budget for submission to the Town Admin later this month. The November Budget numbers are not yet available.

Facilities: Still waiting on a call back from Royal Steam so Chris may need to research other companies.

**Approve Meeting minutes, November 5, 2020**

Corrections: The first bullet on page two should read "The maximum occupancy based on State guidelines is 8 people and we have \*not\* exceeded that. Also include Jayne Arata's full name.

Motion to accept: Morgan, 2nd Connie and Tom. All Accepted.

**Further discussion on Trust Fund - No update**

**Library Foundation Repair Work**

Tom reported the contract with Mike Johnson of Johnson Structural Engineering is secured.

Tom conducted a brief walkthrough with Mike Johnson. They were unable to access the sub-basement so they requested Highway Dept. dig a trench for outside access to the area of the building foundation that needs repair. [Chris reported this has already been done.] Tom will meet with the Town Manager to

coordinate next steps, including removing some interior sheetrock to expose and examine the condition of the bricks and the extent of the leaks and checking to determine if the wall is straight (i.e. not bulging). The Board discussed pursuing grant opportunities to supplement town money for building repair and upgrades and to make the library more accessible, including Hubbardston Community Preservation Committee (CPC) grants and library-specific grants from MBLC for preservation and LSTA 'Access for All'. Eligibility for MBLC - Preservation Assessment grants should not be a problem if focus is just on the library portion of the building. Connie will identify grants of interest and create a calendar of future grant opportunities for planning. The Library Board will consider forming grants subcommittees with 2 people per grant.

Tom stated funds for the foundation work have already been allocated, but the Board could consider requesting funds/obtaining grants for additional building repair work such as repairing window sills and rebuilding the windows that are low to the ground. Some efficiency and weatherization for the library may be funded by the Town Green Communities Grant for energy efficiency if funds remain after the school upgrades. This could include replacing interior fluorescent lighting and sealing gaps in the walls. Josephine will find out more about Green Communities Grant. Chris suggested the library would benefit from an electrical upgrade to bring more power into the building. The electrical upgrade may already be on the 5 year plan with a cost on the order of \$100K. Also, boiler services are part of the regular library budget, but we should consider a grant to upgrade the heating elements (radiators, pipes, etc.). Tom will discuss these projects with Ryan, the building inspector and Monty Tech to find out if students could help with repairs. Thanks to Ryan for facilitating the foundation repair work.

CPA/CPC grant applications open in January and must be submitted by Jan. 11 for the Jan. 14 CPC meeting. Tom will work with Chris to draft a CPA application for window repair and present at our next meeting on Jan 7, 2021.

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

The Board will consider creating subcommittees for planning the event and community outreach

**Discussion/ideas about ADA compliance** - Tabled for future meeting

**Discuss upcoming events** - no report

#### **New business/ or follow up**

Tom will email committee to keep all members update on Foundation work

The Board tabled formation of subcommittees for LRP goals discussed at the previous meeting.

#### **Topics for future meetings:**

Grants: CPC grant, Green Communities Grant, discuss collaboration with community groups and pursuing grants for early literacy and other community outreach efforts; 150th anniversary.

**Motion to adjourn** Tom; 2nd Morgan. Meeting adjourned at 8:08 p.m.