

Town of Hubbardston  
Board of Library Trustees  
November 5, 2020  
Meeting Minutes

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

Zoom meeting called to order 7:08 pm

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

- Library usage during open hours and remotely:
  - 23 curbside pick ups; 100 patrons visited the library. Curbside pick up numbers are steady. Library visits have increased 11% since September. Based on the increasing COVID-19 numbers, I do not recommend increasing our open hours at this time. FaceBook Totals: Page views = 88, Post Reached = 199, Total Page Likes = 632. Library Wifi hotspot connections = 30
- Programing:
  - Virtual Story Time was suspended in October. Miss Michelle is unavailable for a few months. She should return in early spring.
  - Two programs were funded in whole or in part by the Hubbardston Cultural Commission. We hosted MaryJo Maichack and 5 attendees created Fairy Houses on the front lawn of the Library. Also, Greg Maichack offered 6 attendees a pastel workshop for adults who took home some wonderful artwork.
  - The Senior Book Club is now up and running. The Club read "The Lost Girls of Paris" by Pam Jenoff in November, and they chose "Educated" by Tara Westover for their December book and "the Underground Railroad" by Colson Whitehead for January.
  - Book Displays: Halloween books were put on display, and they will be replaced with Thanksgiving items next week.
  - Summer Reading Program: with the uncertainty of COVID-19, not planning in-person programming at this time. Considering options for programs using Zoom or Facebook live.
- Reports: The ARIS and the State Financial Reports have been submitted to the MBLC. We should receive our Compliance Certificate in early 2021.
- Building: Contacted Royal Steam Company in Gardner to check our steam traps and get a quote for replacing any broken ones.
- Finances: Summary of the Library expenditures and funds available as of Sept 30, 2020:

<b>Library Accounts</b>	<b>Beginning July 1 2020</b>	<b>Expenditures</b>	<b>Balance Remaining Sept 30 2020</b>
<b>Personnel</b>	\$43,627.00	\$7,320.47	\$36,306.53
<b>Employee Support</b>	\$310.00	\$ 0	\$310.00
<b>Services</b>	\$19,317.00	\$3,340.90	\$15,976.10
<b>Supplies</b>	\$19,547.00	\$ 2,568.77	\$16,978.23
<b>State Account</b>	\$20,247.05	\$ 0	\$20,247.05
<b>Donation Account</b>	\$24,728.37	\$3,978.37	\$20,750.00
<b>Dog Fund</b>	\$2,832.67	\$ 0	\$2,832.67
<b>Trusts</b>			
<b>Buffum</b>	\$5,622.74	\$ 0	\$5,622.74
<b>Church</b>	\$3,848.25	\$ 0	\$3,848.25
<b>Clark</b>	\$2,096.91	\$ 0	\$2,096.91
<b>Fairman</b>	\$7,881.45	\$ 0	\$7,881.45
<b>Freetown</b>	\$24,750.17	\$ 0	\$24,750.17
<b>Available Funds</b>			
<b>Foundation Repair</b>	\$ 10,000.00	\$ 0	\$10,000.00
<b>Foundation Fund</b>	\$8,000.00	\$ 0	\$8,000.00
<b>Long Range Plan</b>	\$2,500.00	\$ 0	\$2,500.00

Discussion:

- Josephine asked about purchasing air purifiers for use during library programs and open hours. Chris is looking into options, but safety measures and physical social distancing have been

adequate for current attendance numbers. Maximum occupancy based on State guidelines is 8 people and we have not exceeded that.

- Discussed the use of trust funds and other funds available for library operations, programs and Strategic planning. Special Trust funds are designated for specific purposes and only the interest is available to spend. Funds in the donation account, Dog license fund, and State funds are less restricted. State money is used for the Summer Reading program. Donations are used for Road race expenses, scholarships, painting walls, sanding the floors. CPA Community Preservation Act money has a window of 2-3 years to spend. Some CPA money will be used for the building foundation repair and for building weatherization projects. Priority is to designate a purpose or plan to spend funds. Some ideas discussed include: offering more scholarships or financial aid; literacy outreach such as themed go-kits with books and crafts in lieu of virtual storytimes (e.g. for summer reading); go-kits could be for check out or for kids to keep. Chris will investigate options.

### **Approve Meeting minutes, September 10, 2020**

Correction: 3rd bullet under Capital planning: \$18,000 for library building foundation project  
Motion to accept Morgan; 2nd Connie. All accepted

### **Review of Library Long Range Plan, 2019-2024**

- Connie summarized the background and provided an overview of the Long Range Plan. The LRP was developed in late summer/fall 2018 by Josephine, Connie and Jane with the help of library consultant Alex Lent. A Community Survey was also conducted. LRP was presented and approved at the 2019 Town Meeting. Any changes to the text of the Plan must be approved by Trustees and the Town Meeting. This is a modest plan to get started and to give direction to the library for 5 years. Submitting the Long Range plan provides access to MBLC funding, grants and resources. The library should submit an Action Plan identifying activities and actions related to the Long Range Plan. (Chris will check on requirements for submitting Action Plans. Submit every October?)
- The Long Range Plan includes: Introduction, Library History, Mission Statement, Vision Statement, Six Goals with specific Objectives and Strategies, a summary of the LRP planning process, 2018 Year in Review, and a summary of 2018 Hubbardston Community Survey.
- Review and Discussion of overarching Goals and specific Objectives and Strategies:

Goal 1: The Hubbardston Public Library serves as the heart of the community through its relationships with local community organizations and citizens.

- Along with Goal 4, Goal 1 focuses on the Library's relationship with community organizations and citizens; includes specific objectives to work with elementary and High Schools and students.
- Actions include: Senior Book Club, school visits, scholarship.
- Future Updates: Add Monty Tech

Goal 2: Establish a pervasive culture of promotion of Library services and collections.

- Library usage is up, but we can still do more to promote it. Using Social Media channels to communicate and outreach to library users and non-users Library has enhanced use of social media and track use of website (e.g. google analytics for website hits)

Goal 3: The Hubbardston Public Library collects print, online and digital materials that reflects the reading preferences of our community members.

- Focus on collection development to support the community; increase use of ebooks and audiobooks, workshops to teach how to use. Some Museum library pass programs are suspended.

Goal 4: The Hubbardston Public Library provides cultural, educational, engaging, and relevant programming.

- Focus on programming for adults, young adults and children. Consider more focus on YA

Goal 5: The Hubbardston Public Library is accessible to our library users.

- All aspects of accessibility, including: physical accessibility for disabled users; Website accessibility, accessible library hours. Note: Strategy 1: Complete self-assessment questionnaires(<https://www.arts.gov/open-government/civil-rights-office/section-504-self-evaluation-workbook> ).

Goal 6: Library Staff and Trustees are effective stewards and managers of the library building and its resources.

- Includes financial due diligence, library facilities (historic aspects and maintenance), library collections, professional development for library staff and Trustees, and Stewards of library building and resources.
- Discussion: consider focusing on specific collections, Capital improvements, Capital campaign, fundraisers, apply for grants, Consider opportunities related to 150th anniversary

- For next meeting:

- Trust Fund report
- 150th Anniversary planning
- Trustees identify roles and interests in relation to LRP Goals (i.e. identify 'point person(s) for each Goal). Interests discussed: Tom: physical plant, Connie: Road Race: Chris: Social Media: Morgan and Tom: Scholarship; Morgan: Early education (she serves on the early education advisory council). Identify 3 items/ areas in the plan for each Trustee to be point person
- Review and assist with MBLC Action Plan: identify what we have done and which strategies to focus on (<https://mblc.state.ma.us/programs-and-support/planning/action-plans.php>)
- Consider creating Trustee subcommittees. Two trustees can meet as an informal subcommittee. Can do work and bring work back to committee for review and approval. Subcommittee ideas discussed: Library Anniversary, Grant writing - (e.g weatherization),

Facilities, Publicity/social media, Long range plan committee. We already have informal subcommittees for Scholarship and Road Race.

### **Old Business**

#### **Library Building Foundation Repair**

- Tom Investigated building engineers. Need approval for hire (award contract)  
Vote to approve use of \$3000 from the Building Foundation account for Johnson Structural Engineering Company to conduct an analysis of work that needs to be done on the Building Foundation. Motion to approve: Morgan, 2nd Connie. Approved by all.

#### **Future points of discussion:**

Follow up Trust Fund

Capital budget planning discussion

Library Building Foundation

Discussion of activities for 150 th anniversary in 2 years

Discussion/ideas about ADA compliance

Discuss upcoming events

Meeting ended at 8.29 p.m. Motion to adjourn: Tom, 2nd Morgan

Next meeting, December 3, 2020 at 7 pm on Zoom

Respectfully submitted, Krista Goguen.