

**Southwick Public Library Board of Trustees Meeting Minutes
September 10, 2019**

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissailon, Carol Geryk, Suzanne Davis, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on Sept. 10, 2019 in the Community Room.

Public Comment – no public comments

Communications - Lynn reported that September and October programs are set.

- The staff is cleaning out old books and reorganizing some sections.
- Planning is ongoing for other activities including the town 250th anniversary celebration.
- Lynn is working on the financial reports for the MA Library Commission.

Meeting Minutes – Minutes of the June 3, 2019 meeting were read and unanimously approved as amended. Motion to approve was made by Suzanne; seconded by Tammy.

Director's Report – See attached spread sheet for June statistics.

Old Business - Library Page Position- Lynn reported that Zachary Smith was terrific. He would like to come back next summer, and she said that 'he would be very welcome'.

New business - New hires - Heather Dunfee - assistant library director

- Pam Ravelli - Children's Librarian

They haven't started working yet, but their paperwork is proceeding.

The Select Board approved the hiring at their September meeting.

- Policy Review: Hot Spot -

One family is checking the 'hot spot' out all the time. The current checkout period is one week. Lynn suggests changing the policy to one time/month for 1 week per person.

Motion made by Carol; seconded by Maria, to accept Lynn's suggestion.

Unanimously approved.

- Out of Town Residents -

Granby, CT library charges our patrons \$30.00/year to use its library, and we do the same to them now. (This is the only town in CT that we charge.) Motion to drop this charge made by Suzanne; seconded by Tammy. Unanimously approved.

- General Instagram Account - Discussion ensued.

This must go before the Select Board for approval.

- Friends' Picnic Table Project - The tables made in prison that Diane was investigating were found to be more expensive than other sources. Lynn has found another source that may charge \$500-\$800 for a table. She will talk with Bob Johnson for advice and more information. It was suggested that she check into the Westfield Technical Academy to see if it could be a source for the table and get pricing.

- Hoopla Digital for Libraries -

Circulate digital movies and music. Can be borrowed for 1 week at a time.

Deposit is \$1000.00 which is spent down over a 3-month period. Then pay so

much /month spending on usage. Funds could come from the Library 'gift account'.

Lynn will look further into this to get more information and will likely set this up for a 'trial subscription'.

Adjournment - The meeting was adjourned at 7:50 PM.

Move to adjourn by Carol; seconded by Suzanne. Unanimously approved.

The next Trustees' meeting will be Tuesday, October 8, 2019.

