

**Southwick Public Library Board of Trustees Meeting Minutes  
April 9, 2019**

**Present:** Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissaillon, Tracy Meczywor, Carol Geryk, Suzanne Davis, and Diane Caruso (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on April 9, 2019 in the Community Room.

**Public Comment** – no public comments

**Communications** - Diane reported receiving the second payment from the MBLC of \$7162.08 for a total of \$14,080.79

- Diane will request large print books from the Sarah Gillette Foundation this week.
- Diane will be ordering 4 computers - 3 for public use - paid for from the town budget for 'informational materials'. One computer for staff use - paid for with public library monies. Chips similar to Intel chips will be for use in the public computers. She has a purchase order ready for the chip for the new staff computer (so all staff computers will match).
- Diane will complete the inventory of all the items for the "Things" list in the library.
- Diane received notification from Books on Tape that there no longer is a 'library plan' since so much is now down-loadable. They will provide what they sell at retail prices
- Diane reported that the outside sign is still broken. She suggested getting an electronic sign to replace it. It will be safer and easier to fix than the current sign. Price is around \$15,000. She will get more information.
- Diane reported that the Tighe and Bond report for the maintenance of town buildings has been issued, and there a few library issues in it (none too serious).

**Meeting Minutes** – Minutes of the March 12, 2019 were read and discussed.

Carol moved to accept those minutes as amended; Tammy seconded the motion.  
Unanimously approved.

**Director's Report**– See attached spread sheet for March.

**Old Business** - None.

**New business** - The Library Director's Job Description was discussed thoroughly. It was unanimously approved as amended (and sent to Karl Steinhart).

- The interview process for a new director as discussed:
  - Post the position internally for 2 weeks. A resume must be submitted with the application.
  - The full Board of Trustees will interview the applicant(s). A meeting agenda will be posted.
  - Should do the interviews in May if possible.
  - If there is a public advertisement for the position, the Select Board will put out the notice of such.

**Adjournment** - The meeting was adjourned at 7:55 PM.

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

The next Trustees meeting will be Tuesday, May 14, 2019.

Southwick Public Library

Director's Report-March 2019 and March 2018

	Circ.	Avg. Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
March 2018										
March 2019	(a)	4,675	180	209	10	95	3,277 \$	308.47	-	3
Incr. (Decr.) 2019 Vs 2018		4,380	168	162	10	115	2,961	\$519.86	-	7
		(295)	(12)	(47)	-	20	(316) \$	211.39	-	4

Note: (a)-Closed 3/12/18 snow day.

(b)- Includes \$95.00 Gifts

Year-to-Date-July - March 9 mos.	Circ.	Avg. Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July 2017-March 2018	40,636	1,758	1,586	220	805	29,327 \$	5,206.22	-	-	70
July 2018-March 2019	42,133	1,812	1,495	194	1,146	29,109 \$	4,381.49	-	2	73

Incr. (Decr.) 2019 Vs 2018	1,497	54	(91)	(26)	341	(218) \$	(824.73)	-	2	3
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In:Director's Report for the Library -----

April 08, 2019

	Circ.	Avg. Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July 2017	6,342	302	191	54	90	4,152 \$	508.41	-	-	9
August 2017	4,809	209	183	34	82	3,219 \$	499.90	-	-	13
September 2017	3,993	166	186	14	107	3,018 \$	319.25	-	-	1
October 2017	4,119	165	186	20	93	3,155 \$	506.85	-	-	10
November 2017	4,190	190	152	27	88	3,037 \$	972.72	-	-	6
December 2017	3,620	151	155	23	63	2,928 \$	1,074.00	-	-	9
January 2018	4,514	196	165	15	81	3,128 \$	631.48	-	-	7
February 2018	4,374	199	159	23	106	3,413 \$	385.14	-	-	12
March 2018	4,675	180	209	10	95	3,277 \$	308.47	-	-	3
Total	40,636	1,758	1,586	220	805	29,327 \$	5,206.22	-	-	70

	Circ.	Avg. Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July 2018	6,336	302	158	42	146	4,125	\$851.18	-	-	11
August 2018	5,868	255	169	30	94	3,819	\$541.51	-	-	8
September 2018	4,270	186	140	21	116	2,904	\$394.46	-	2.00	3
October 2018	4,466	194	189	26	161	3,562	\$313.22	-	-	10
November 2018	4,395	191	181	14	141	2,889	\$448.34	-	-	6
December 2018	3,902	163	128	9	120	2,766	\$571.43	-	-	10
January 2019	4,858	194	222	24	133	3,286	\$410.34	-	-	13
February 2019	3,658	159	146	18	120	2,797	\$331.15	-	-	5
March 2019	4,380	168	162	10	115	2,961	\$519.86	-	-	7
Total	42,133	1,812	1,495	194	1,146	29,109 \$	4,381.49	-	2	73

## Southwick Public Library

### Job Description

#### Library Director

##### **Supervision**

The Library Director reports to the Library Board of Trustees. The Library Director is responsible for the direction and operation of the library in accordance with the policies established by the Board of Trustees and in conformity with applicable State and Federal Law, including:

- Making policy recommendations to the Board and interprets policies set by it.
- Keeping the Board advised of current developments, needs and problems, and has responsibility for all library services, activities, resources, and personnel.
- Having the ability to perform regular duties of the position with minimal supervision. Hours may include nights and weekends during the library's scheduled hours of operation

The Board of Trustees, Board of Selectmen, and Chief Administrative Officer have general supervision over the position.

##### **Supervisory Responsibilities**

The Director is responsible for all the direction and supervision, personally or through subordinate supervisors, of all department activities and employees:

- Develops and assigns responsibility as well as the scope of duties.
- Recommends hiring of personnel, instruction, assignments, and checking the work of subordinates as to organizational policy and procedure, methods and practices, standards of performance, and other matters affecting employee work performance or the delivery of services.
- Annually evaluates employee performance either directly or through subordinates and makes recommendations.
- Maintains good employee relations and disciplines employees up to termination when necessary.
- Assists in the orientation and training of personnel either personally or through subordinate supervisors.
- Secures able employees; interviews and recommends the hiring of applicants to the municipal personnel board; supervises and oversees the training of personnel; delegates and defines responsibility and authority among personnel.
- Updates and implements employee training manual.

##### **Essential Duties and Responsibilities**

- Presents budget recommendations to the Board

- Manages approved budget; authorizes expenditures; and supervises the maintenance of financial records.
- Presents and/or is available to explain the budget process to the public.
- Works with the trustees to prepare and document both short and long-range plans for the library.
- Pursues grant money where applicable.

#### **Adult Librarian**

The Library Director is responsible for all Adult Librarian functions.

- Using professional reviews, the Library Director selects and orders all materials for the Adult Collection. The Director is responsible for cataloguing all the items purchased for this collection including creating original MARC records when necessary.
- Plans and advertises all Adult Programs. When hiring an outside presenter, the Director is also responsible for obtaining all paperwork necessary for their payment.
- Responsible for making sure the room is set-up for the event and any materials/equipment the library agreed to provide is available prior to the start of the program.
- The Director is expected to oversee and attend all programs particularly those run monthly (i.e. Cookbook Club, Adult Color, Chat, and Cookies and similar programs).

#### **Collection**

- Supervises the selection and weeding of materials and develops the library's collection.
- Processes loan requests in the Commonwealth Catalog. Places and updates all Mediated Inter-Library Loans.

#### **Community Relations**

- Promotes community use and support of the library and involves the library in community affairs.
- Envisions community needs and develops connections with various community groups. Strengthens public relations through constant, resourceful, and varied forms of publicity on the work of the library, its' services and materials, policies and concerns.
- Maintains and updates the library's section of the Town of Southwick's website. Posts all Trustees Agendas and approved minutes.
- Cooperates with the schools and other agencies in matters of mutual concern.
- Communicates orally and in writing on multiple levels.

#### **Outreach**

- Stay informed about activities within the region and state by participating in Regional and Statewide Library activities, including in-service continuing education programs. Maintains knowledge of library methods, activities, and viewpoints through professional and general reading.
- Arranges for and supervises maintenance of building and grounds and library equipment.

- Attends professional meetings such as Massachusetts Library System and CWMARS activities, Massachusetts Board of Library Commissioners programs, and seminars.
- Performs other activities as required or duties and assigned by the Board of Trustees or the Select Board.

#### **Educational Experience and Training**

A.L.A. accredited M.L.S. with 3+ years of library administration experience preferred; or 2-4 years of supervisory experience in the library field.

#### **Special Knowledge and Abilities**

- Financial skills in preparing departmental budget
- Bookkeeping, accounting, and computer skills
- Strong interpersonal and public services skills
- Strong supervisory/managerial skills
- Knowledge of relevant State and Federal Laws
- A high degree of motivation and initiative; work independently
- Strong multi-level oral and written communication skills

#### **Physical Requirements**

The occupant of the position must spend several hours a day walking, standing, sitting, and climbing stairs. Activities include moderate to frequent physical exertion in body movement such as reaching, bending, and twisting. The position also requires moderate to frequent grasping, pulling, and pushing of materials as well as fine manipulation associated with the required use of computers, typewriters, keyboards, calculators, and book binding repair. The Director must also be able to lift and move objects up to twenty (20) pounds on a frequent basis.

#### **Environmental Conditions**

The Director works indoors. The regular chemical solvents used are cleaning solutions and adhesives such as rubber cement.