

**Southwick Public Library Board of Trustees Meeting Minutes
January 14, 2020**

Present: Michael McMahon (Chair), Maria Gallo, Tracy Meczywor, Tammy Ciak-Bissaillon, Suzanne Davis, Carol Geryk, 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 Jan 14, 2020 in the Community Room.

Public Comment – no public comments

Communications - Lynn reported that Hoopla is off to a strong start. Sixteen new patrons borrowed 36 items.

- The Library is now a member of the Greater Westfield Chamber of Commerce. Some outreach programs are starting already.
- At the end of December, Anna (from the MLC) came, spoke with the staff, and gave a good informational class. This was well-received, and she was well-liked by the staff.
- Shurtleff grant applications are due in March.
- The budget meeting with the Finance Committee is scheduled for Saturday Feb 22, 2020 at 8:30 AM.
- Americans with Disabilities Act survey people were here to check for compliancy. We may need to get some audio system assistance equipment. The physical layout here is good, including wheelchair accessibility.

Meeting Minutes – Minutes of the Dec 10, 2019 meeting were read and unanimously approved. Motion to approve was made by Suzanne; seconded by Carol.

Director's Report – See attached spread sheets for December statistics.

Old Business - None

New business - 1. Lynn gave an update on the Children's Librarian position - She met with the Select Board and the Finance Committee. Both groups approved the new position description, and it is on the way to full acceptance. It includes the salary for a full-time position for the Children's Librarian.

2. Plumbing Issue - The bathroom drains were backing up. The drains were 'snaked', the water pressure corrected, and a leak was repaired in one of the bathrooms.

3. ADA Survey was mentioned above. See Communications.

4. Review of job descriptions for Young Adult Librarian, Assistant Director, and Reference Librarian - These job descriptions need to be updated from 2008. Each staff person reviewed his/her job description and gave feedback concerning what he/she is doing now. These were approved as discussed. Motion to approve made by Suzanne; seconded by Tammy. Unanimous approval.

5. Budget for FY 2021 - see attached draft of proposed budget. Motion to accept made by Carol; seconded by Tammy. Unanimous acceptance.

6. There will be a Legislative Breakfast on Friday Feb 14, from 8-10AM at the Holyoke Public Library, 250 Chestnut Street in Holyoke. Contact is nancy@holyokelibrary.org

Adjournment - The meeting was adjourned at 7:30 PM.
Move to adjourn by Tracy; seconded by Tammy. Unanimously approved.

The next Trustees' meeting will be Tuesday, February 11, 2020.