

**Southwick Public Library Board of Trustees Meeting Minutes  
November 20, 2018**

Present: Michael McMahon (Chair), Maria Gallo, Suzanne Davis, Tammy Ciak-Bissaillon, Tracy Meczywor, 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 November 20, 2018 in the Community Room. (The Nov. 13, 2018 meeting was cancelled due to snow storm.)

**Public Comment** – no public comments

**Communications** - Diane reported that Library Legislative Day will be March 5, 2019.

- A grant request was made to the MBLC for the online portion of summer reading - "Beanstalk" program - \$500.00/year for a 2-year minimum.
- Diane said that there is a box for local food bank donations between the doors leading from the main room into the children's room.
- Diane said the 'The Giving Tree' will go up after Thanksgiving until January 5, 2019. The Dept. of Children and Families will pick the items up in January.
- Diane reported on items concerning the carpeting:
  1. There is a long 'pull' in the carpet in the Community Room and the installer is making repairs.
  2. Two carpet tiles in the main room were sticking up and repairs have been made.
- Diane reported that the Friends group will give money for baby changing stations in both restrooms.
- Diane reported that she, Paul and Aundrea will be attending various staff development meetings.
- Diane reported that our CWMARS assessment for 2020 is \$8619.00. A small library grant was awarded to us for \$1950.00. Our net payment will be \$6669.00.
- The COA Candy Cane Extravaganza luncheon will be held December. 19, 2018 and Diane will be helping to serve the meal to the Seniors attending.
- Diane reported that 30 baskets have been donated for the Library's Holiday raffle! The drawing will be held on Saturday December 15, 2018 at 10:30 AM.

**Meeting Minutes** – Minutes of the October 9, 2018 meeting were amended as discussed.

Suzanne moved to accept those minutes as amended, and Tammy seconded the motion. Unanimously approved.

**Director's Report**– See attached spread sheet for November. Roadway construction was finished up and the Library got much busier at this time last year.

**Old Business** - Copier replacement - the PO has been submitted for a new Rich copier.

**New business** - The 5-year Strategic Plan was submitted to the MBLC. Another report is due in December for 2020 to assist in reaching the 5-year Plan goals.

- There was much discussion about the policy for using the computers in the Library. It was decided to keep the policy as it is now. A Library card or official ID is required to be shown before using a computer.

**Adjournment** - The meeting was adjourned at 8:00 PM.

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

The next Trustees meeting will be Tuesday, January 8, 2019.  
There will be no meeting in December.

**Southwick Public Library**

**Director's Report-October 2018 and October 2017**

	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u>	<u>Adaptive</u>	<u>Type-</u> <u>writer</u>	<u>AWE</u>
Oct-17	4,119	165	186	20	93	3,155	\$ 506.85	-	-	10
Oct-18	4,466	194	189	26	161	3,562	\$313.22	-	-	10
<b>Incr. (Decr.) 2018 Vs 2017</b>	<b>347</b>	<b>29</b>	<b>3</b>	<b>6</b>	<b>68</b>	<b>407</b>	<b>\$ (193.63)</b>			

Note: (a) Includes Memorial \$18.00

(b) Closed for Rug Installation 3 days

	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u>	<u>Adaptive</u>	<u>Type-</u> <u>writer</u>	<u>AWE</u>
Year-to Date-July - June 12 mos.										
July-June 2018	19,263	842	746	122	372	13,544	\$ 1,834.41	-	-	33
July-June 2019	20,940	937	656	119	517	14,410	\$ 2,100.37	-	2	32
<b>Incr. (Decr.) 2018 Vs 2017</b>	<b>1,677</b>	<b>95</b>	<b>(90)</b>	<b>(3)</b>	<b>145</b>	<b>866</b>	<b>\$ 265.96</b>	<b>-</b>	<b>2</b>	<b>(1)</b>

fn:Director's Report for the Library ----- **Nov. 06,2018**

	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u>	<u>Adaptive</u>	<u>Type-</u> <u>writer</u>	<u>AWE</u>
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
Oct-17	4,119	165	186	20	93	3,155	\$ 506.85	-	-	10
<b>Total</b>	<b>19,263</b>	<b>842</b>	<b>746</b>	<b>122</b>	<b>372</b>	<b>13,544</b>	<b>\$ 1,834.41</b>	<b>-</b>	<b>-</b>	<b>33</b>

	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u>	<u>Adaptive</u>	<u>Type</u> <u>writer</u>	<u>AWE</u>
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
<b>Total</b>	<b>20,940</b>	<b>937</b>	<b>656</b>	<b>119</b>	<b>517</b>	<b>14,410</b>	<b>\$ 2,100.37</b>	<b>-</b>	<b>2</b>	<b>32</b>