

**Southwick Public Library Board of Trustees Meeting Minutes
October 10, 2017**

Present: Michael McMahon (Chair), Carol Geryk, Maria Gallo, Tammy Ciak-Bissaillon, Tracy Meczywor, 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 on October 10, 2017 in the Community Room.

- **Public Comment** – no public comment
- **Communications**
 - The Library is getting 2 new trees (maples), and a decision needs to be made as to where to plant them.
 - Southwick police are working on the GPS location for 911 emergency services.
 - The Friends of the Library-sponsored Craft Fair will be held this Saturday, Oct. 14 from 9am-3pm in Town Hall. Vendors will be in the auditorium, outside, and in the Senior Center. Light lunch fare will be available in the dining area.
 - A presentation on ticks and tick-borne diseases will be given on the evening of Oct 23.
 - The town is getting a new web site. Departments will be able to do their own posting on the web site. This will require approximately 2.5 hours of training.
 - One-on-one 30-minute training sessions for the public will be available on alternate Tuesdays with Jackie (to load e-books, etc on various devices) and Paul (basic computer set-ups).
 - Staff training continues as described in the minutes of September 12, 2017.
 - WMLA (Western MA Library Advocates) is holding a session Oct. 19 on 'extreme customer services'.
 - A letter of retirement was received from Irene Egerton, effective Feb 2, 2018. She has been a valued town employee for more than 27 years.
- **Meeting Minutes** – Minutes of the September meeting will be amended as discussed. Carol moved to accept the amended minutes; Tammy seconded. Unanimously approved
- **Director's Report** – See attached spread sheets for September.
- **Old business** - Painting and Carpeting:
 - Carpeting - \$7,000.00 budgeted for FY2017, and also for FY2018 totaling \$14,000.00
The lowest bid came in at \$16,000.00.
 - Painting - \$18,000.00 earmarked for painting. Total for both is \$32,000.00.
 - Karl will request new bids to cover carpeting and painting together.
 - The whole library is to be painted, and carpeted as noted in last month's minutes.
- **New business** - The Volunteer Brunch will be held Wednesday, Nov 1 at 11 AM
 - There was discussion about closing the library for the Veteran's Day holiday. This included closing on Friday as well as Saturday. Maria moved to close the library on both days; seconded by Suzanne. Unanimously approved.
- **Adjournment** - The meeting was adjourned at 8:00.
Move to adjourn by Suzanne; seconded by Carol. Unanimously approved.

The next Trustee meeting will be Nov 14, 2017.