

**Southwick Public Library Board of Trustees Meeting Minutes
April 10, 2018**

Present: Michael McMahon (Chair), Carol Geryk, Maria Gallo, Suzanne Davis, Tammy Ciak-Bissailon,
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 10, 2018 in the Community Room.

Public Comment – no public comment

Communications - Diane reported a \$20 gift from someone who 'likes the library'

- Diane reported that the second half of the state grant (\$6790.12) was received
- On April 19, Diane will meet with the Sarah Gillette panel to defend our requests
- The Strategic Planning Meeting (5-year plan) will meet April 23 at 6:30. Kristi Chadwick from MLS will facilitate the initial meeting
- Diane reported that Margo fell and may need surgery. She broke her humerus at the elbow
- Diane reported that 28 surveys had been returned already
- Diane reported that no instructor had come for the story yoga program. There were children and adults present for the program. Heather stepped up, led a story session, and led the group in songs, etc.
- Diane reported that Evergreen (the OS for the library catalog system) is being updated. Training dates have been set up.
- Diane noted that the Friends' book sale is coming up
- Diane reported that she will be on vacation in NC in early May (4th to the 14th)

Meeting Minutes – Minutes of the February 13, 2018 meeting were amended as discussed. Carol moved to accept the amended minutes; Suzanne seconded. Unanimously approved.

Director's Report – See attached spread sheet for February and March

Old Business - Painting project - the contract has been given to Artemis Painting in Westfield. They will start on or about May 14. The Library will be open - except for the adult section which will be entered by the Staff only.

New business - The new union contract has been agreed upon, pending Town Meeting.

- Diane asked for approval to request a summer 'page'.
- Diane reported that several slips of paper were found in books at the Westfield Athenaeum containing various political statements and symbols. She found similar writings throughout two of our library books. She spoke to the perpetrator and told him that further damage 'will have consequences'. She will report this 'destruction of property' issue to the police chief. See the attached sheet - "Vermont libraries find white nationalist materials placed in books".

Adjournment - The meeting was adjourned at 8:00 PM.
Move to adjourn by Carol; seconded by Suzanne. Unanimously approved.

The next Trustees meeting will be Monday, May 14, 2018.

Southwick Public Library

Director's- Report-Two Months -February and March 2018

	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
Feb. 2017 (a)	4,063	185	182	27	128	2,813	\$281.10	-	-	7
Feb. 2018 (b)	4,374	199	159	23	106	3,413	\$ 385.14	-	-	12
Incr. (Decr.) 2018 Vs 2017	311	14	(23)	(4)	(22)	600	\$ 104.04	-	-	5

Note: (a)-Closed 1 Snow Day 2/9/2017.

(b)-Closed 1 Snow Day 2/7/2018 and \$75 in Donations.

	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
Mar. 2017 (a)	4,467	172	208	25	139	3,260	\$523.92	-	-	9
Mar. 2018 (b)	4,675	180	209	10	95	3,277	\$ 308.47	-	-	3
Incr. (Decr.) 2018 Vs 2017	208	8	1	(15)	(44)	17	\$ (215.45)	-	-	(6)

Note: (a)-Closed 1 Snow Day 3/14/2017, Internet Down 4 days, \$159 Memorials & Gifts.

(b)-Closed 1 Snow Day 3/12/2018.

Year-to Date-July - March 8 mos.	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July-Mar 2017	30,345	1,300	1,640	212	867	21,590	\$ 3,809.66	1	-	44
July-Mar 2018	40,636	1,758	1,586	220	805	29,327	\$ 5,213.22	-	-	70
Incr. (Decr.) 2018 Vs 2017	10,291	458	(54)	8	(62)	7,737	\$ 1,403.56	(1)	-	26

fn:Director's Report for the Library -----

April 10, 2018

	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July 2016	2,868	143	179	38	33	1,440	\$333.81	-	-	-
August 2016	2,329	101	207	20	-	1,311	\$ 178.77	-	-	-
September 2016	2,048	84	201	13	-	1,302	\$107.25	-	-	-
October 2016	3,201	133	105	20	105	2,787	\$791.21	-	-	5
November 2016	3,425	149	190	22	156	2,973	\$1,002.30	-	-	7
December 2016	3,427	143	170	26	163	3,043	\$295.80	-	-	13
January 2017	4,567	190	198	21	143	2,661	\$295.50	1	-	3
February 2017	4,013	185	182	27	128	2,813	\$281.10	-	-	7
March 2017	4,467	172	208	25	139	3,260	\$523.92	-	-	9
Total	30,345	1,300	1,640	212	867	21,590	3,810	1	-	44

	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	150	152	27	88	3,037	\$ 979.72	-	-	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	5,213	-	-	70