

Southwick Library Trustees
Meeting of Sept 11, 2018

Present: Michael McMahon, Tammy Ciak-Bissaillon, Suzanne Davis,
Carol Geryk, Tracy Meczywor, Diane Caruso

Meeting called to order by Chairman Michael McMahon at 6:59pm

There were no public comments.

Communications: The 5 Year Strategic Plan Committee has met twice.
The Plan will be organized around three service areas. The final
report will be sent via e-mail to the Trustees.

Aundria Theoceles, new Circulation staff member has been hired.
She has a very good library and customer service background.

The 12 year old copier will need to be replaced because
replacement parts for it are no longer available. Two possible
sources for a new copier are Ricoh and Konica.

Minutes of Meeting of June 12, 2018 were unanimously accepted on a
motion by Tammy and a second by Tracy.

Director's Report: Materials for May, June, and July were
distributed. (see attached)

A \$500 grant from Sarah Gillette Services for the Elderly, Inc.
was received. \$300 will be used for a writing workshop for seniors.
\$200 will fund biographies in large print format.

ARIS form has been submitted to the state.

Old Business: The alarm system has been updated and security cameras
have been installed.

New Business: Carpet installation in the Community Room will be done
on Friday September 21, 2018. The main room will be done on
Thursday October 4, Friday October 5, and Saturday October 6. Staff
will work from the Children's area on that Thursday and Friday.

The Pioneer Valley Planning Commission (PVPC) assessment will
take place on Wednesday September 12, 2018.

On a motion by Tammy and a second by Tracy, the meeting was adjourned at 7:37pm.

Respectfully submitted,

Suzanne Davis
Secretary Pro Tem