

Southwick Library Trustees
Meeting of **February 19, 2019**

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

Meeting called to order by Chairman Michael McMahon at 7:00pm

There were no public comments.

Communications: A MLBC grant in the amount of \$500 has been received and will be used toward software for the Summer Reading Program.

We will develop a "Library of Things" program. In which a collection of at least 30 eligible items (e.g., small hand tools, garden tools, kitchen cookware and utensils) will be acquired and be made available for short-term loan.

Diane has prepared the 2018 Annual Report. Among the highlights of the report are the following: There was a total circulation count of 56,228 in 2018. This was an increase of 5.62% over 2017. If all of our patrons had purchased items they checked out in 2018, it would have cost them a total of \$867,396.36. The library has a total of 61,097 items in its collection. This does not include eBooks available through Overdrive. A total of 40,074 people came through our doors in 2018. New library cards were issued to 274 Southwick residents. The staff answered a total of 2,162 reference questions and our public computers were used 1,441 times during 2018, an increase of 8.35%. The library's wireless connection was used 10,523 times. A total of 224 programs were offered for children, teens, adults and families.

Diane attended the Legislative Breakfast on February 18, 2019 in Longmeadow, MA.

The addition of Circulation Staff member, Susan Wagner, is up for approval by the Select Board.

A grant request in the amount of \$535 was submitted to Sarah Gillett Services for the Elderly, Inc. The grant will be used for the acquisition of Large Print books. A grant to the Shurtleff Children's Service, Inc. is also being prepared for submission.

The local Cub Scout troop meets two times a month in the Community Room.

The first meeting of the new Socrates Café will be held on March 19, 2019. Future meetings will occur on the 3rd Tues. of each month at 6:30pm.

Minutes: The minutes of the January 2019 meeting of the Board of Trustees were accepted unanimously.

Director's Report: see attached

Old Business: Several Policies were distributed for review and amendment. The Holds Pickup Policy, the Internet Use Policy, and the Policy for Replacement Fees for Lost or Damaged Materials were examined and discussed. A motion to approve those Policies as amended was made by Carol and seconded by Suzanne. The motion was approved unanimously.

New Business: The Policy on Handouts and Public Notices, and the Southwick Public Library Hotspot Policy were distributed and discussed. A motion to approve of each policy as amended was made by Carol and seconded by Tammy. The motion passed unanimously.

A motion to adjourn was made by Tammy and seconded by Carol. Motion approved.
Meeting adjourned at 7:37pm

The next meeting will be held on March 12, 2019.

Respectfully submitted,

Suzanne Davis

Secretary pro tem