

**Southwick Public Library Board of Trustees Meeting Minutes
February 13, 2018**

Present: Michael McMahon (Chair), Carol Geryk, Maria Gallo, Suzanne Davis, Tammy Ciak-Bissailon, 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 February 18, 2018 in the Community Room.

- **Public Comment** – no public comment
- **Communications** - Diane reported that March 6 is Library Legislative Day. There will be a bus from W. Springfield to Boston that day.
 - Diane submitted a grant application to Sarah Gillette Services for the Elderly requesting funds for a memoir writing class, and for biographies in large print.
 - Diane will submit, in the next week, a grant application to Shurtleff Children's Services requesting materials such as audio books for children - mainly nonfiction, and 'follow along' stories for pre- and early readers.
 - Diane also reported that Lisa Anderson (the wife of Southwick's fire chief) proposed a wooden fire truck for book storage and seating for the children in the library. This would be custom made to fit a specific space; the FD would likely supply books and present a program for the children.
 - Diane reported on a walk-through with bidder(s) on the carpeting and painting project. There were a lot of questions from the bidders concerning the doors and windows, and carpeting vs tiles. There is another walk-thru scheduled for Feb. 28.
 - Michael and Diane attended the Library Legislative Breakfast in Chicopee on Feb.2.
 - Diane reported that the Bruins pajama drive (new pjs from baby up to adult sizes) was going well. It is scheduled for Feb 1 to March 15.
 - The new Young Adult librarian Heather has suggested getting a Pinterest Account. A letter will be written to the Select Board requesting this.
- **Meeting Minutes** – Minutes of the January 9, 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 January.
- **Old Business** - Carpeting and painting project - newer carpeting tiles stick better than the old ones, and don't curl up. Tiles can be put down as soon as an area is painted. King Bros is doing the Westfield Atheneum - Bob Johnson went to see it and likes the results using the carpet tiles. There will be another walk-through and bidding session using carpet tiles. The project will likely take 5 days, not 3 days.
- **New business** - Strategic Five-Year Plan - There will be a workshop on March 13 to work on this plan. The committee is composed of Michael McMahon, Donna Rollins, Lynnette Bruley, Jackie Hart, Bonnie Nadeau, and Nancy Zdun.
 - 2018 Southwick Public Library Survey forms - discussion of changes, corrections, and additions to the 2017 survey forms.
- **Adjournment** - The meeting was adjourned at 8:00 PM.
Move to adjourn by Tammy; seconded by Tracy. Unanimously approved.

The next Trustees meeting will be March 13, 2018

Southwick Public Library
Director's- Report-January 2018

	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
Jan. 2017	4567	190	198	21	143	2661	295.5	1	0	3
Jan. 2018 (a)	4514	196	165	15	81	3128	631.48	0	0	7
Incr. (Decr.) 2018 Vs 2017	-53	6	-33	-6	-62	467	335.98	-1	0	4

Note:

(a-Closed 2 Snow Days.

(b-Includes \$20.00 in Donations.

Year-to Date-July - January

	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July-Dec 2017	21865	943	1250	160	600	15517	3004.64	1	0	28
July-Dec 2018	31587	1379	1218	187	604	22637	4519.61	0	0	55
Incr. (Decr.) 2018 Vs 2017	9722	436	-32	27	4	7120	1514.97	-1	0	27

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

February 13,2018

	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July 2016	2868	143	179	38	33	1440	333.81	0	0	0
August 2016	2329	101	207	20	0	1311	178.77	0	0	0
September 2016	2048	84	201	13	0	1302	107.25	0	0	0
October 2016	3201	133	105	20	105	2787	791.21	0	0	5
November 2016	3425	149	190	22	156	2973	1002.3	0	0	7
December 2016	3427	143	170	26	163	3043	295.8	0	0	13
January 2017	4567	190	198	21	143	2661	295.5	1	0	3
Total	21865	943	1250	160	600	15517	3004.64	1	0	28

	Circ.	Avg.Cir	Ref.	New	Comp	Doors#	Gifts	Adaptive	Typewriter	AWE
July 2017	6342	302	191	54	90	4152	508.41	0	0	9
August 2017	4809	209	183	34	82	3219	499.9	0	0	13
September 2017	3993	166	186	14	107	3018	319.25	0	0	1
October 2017	4119	165	186	20	93	3155	506.85	0	0	10
November 2017	4190	190	152	27	88	3037	979.72	0	0	6
December 2017	3620	151	155	23	63	2928	1074	0	0	9
January 2018	4514	196	165	15	81	3128	631.48	0	0	7
Total	31587	1379	1218	187	604	22637	4519.61	0	0	55