

**Southwick Public Library Board of Trustees Meeting Minutes
October 8, 2019**

Present: Michael McMahon (Chair), Maria Gallo, Tracy Meczywor, Carol Geryk, Suzanne Davis, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on Oct 8, 2019 in the Community Room.

Public Comment – no public comments

Communications - Lynn reported that she has updated the Friends' e-mail list.

- Lynn will attend a class in Time Management on Thursday, and next week there is Western MA Library Advocates meeting.
- Seven to ten library programs are being developed for Southwick's 250th celebration.
- Lynn is submitting requests for grant funds from the Southwick Cultural Council for various programs at the Library.
- Lynn and the staff are still weeding out old books from the stacks. The non-fiction area is now less crowded and is easier to navigate.

Meeting Minutes – Minutes of the Sept. 10, 2019 meeting were read and unanimously approved as amended. Motion to approve was made by Suzanne; seconded by Tracy.

Director's Report – See attached spread sheet for September statistics.

Old Business - The Library is now at full staff. Pam Rovelli did not accept the position of Children's Librarian. The position was then offered to Page Phillips, who did accept it. Page has her MLS degree.

- Friends' picnic table - Westfield Technical Academy does make such tables. They will send photos, pricing, and other information to Lynn.

New business - 1. Requirements for Computer Usage - lots of discussion of this policy -

- a. need only Library card number - all other information needed can be retrieved using that number
- b. out of state patrons - only need to get state driver's license number
- c. need to update the registration sheet

Motion to update this policy as discussed, made by Suzanne: seconded by Carol.

Unanimously approved

- 2. Security and Staff Training - a written emergency plan needs to be developed. Lynn will work with the police chief and staff to develop such a plan (for shootings and other emergencies).
- 3 Professional Development Opportunities - no difficulties with leave, etc. to attend such programs.
- 4. Goals and Objectives - patrons requested: increasing programs and services, increased visibility of special programs, and increased visibility of the 'business section'.
- 5. State Aid - required documents and requests have all been submitted and Lynn is waiting for responses.

Adjournment - The meeting was adjourned at 7:25 PM.

Move to adjourn by Suzanne; seconded by Carol. Unanimously approved.

The next Trustees' meeting will be Tuesday, November 12, 2019.