

Southwick Public Library Board of Trustees Meeting Minutes

November 9, 2021 7:00 PM

Present: Michael McMahon (Chair), Tracy Meczywor, Tammy Ciak-Bissaillon, Cindy Warner, Jennifer Belden, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:12 P.M.

Public Comments: No public comments

Communications:

- Events planned in Nov & Dec – most in person with some virtual
- Giving tree in main lobby is collecting hats & scarfs for DCF collection through beginning of Dec (dropping collection 2nd week of Dec) – already have quite a few
- Hoping to get pricing for outdoor tents for outdoor programming as these programs have worked well over the past year and half – also good for pop-up book sales
- Con't work with WMLib Advocates – Lynn has been promoted to secretary from board member – great place to gather ideas and new initiatives
- Tracy donated a tree to the Town Hall Winter Celebration Tree Walk – library will be represented – haven't decided on inside or outside
- Lynn found a leaky sewer pipe in the basement, so we were in the process of cleaning out that corner – spare baby changing table; some chairs and shelves; storing books in the basement for the book sale and while they weren't directly affected, they are unusable and will be discarded; pipe section has been replaced & now we are in the process of cleaning the mess

Meeting Minutes:

- Lynn presents September & October 2021 minutes. Tracy makes a motion Cindy seconds Unanimous approved
- Director's Report:
- Lynn presents the October statistics. Lynn reports statistics are good.
- Molly is doing a good job with the children's room & there is an increase in circulation with children's materials.
- Fully staffed again which is good with increased library use

Old Business:

- No old business

New Business:

- Talk to Dana in children's room – today is her second day! Retired but worked in Chicago public library as well as in Wisconsin. Already has events scheduled – she is hitting the ground running! Her level of skill & experience is really adding to the team.
- Working on building collaboration with the teachers in the local public school. Teacher appreciation day scheduled for Nov. 23 (2-4 PM for a slice of pie); Jenn questions timing for Woodland teachers.

- Holiday closings – Town Hall closed 12/24, 12/27, 12/31; library will probably also be closed on 12/24 & 12/25 as well as 1/1 but keep 12/31 open to make sure that part-time staff don't lose hours – Tracy recommends allowing the staff to make decisions about what is best for their schedules – if they want to combine the ½ days that they are contracted for on 12/24 & 12/31 into one full day on 12/24?
- Card registration form was updated to be included in a "Welcome to Town" packet. Tammy makes a motion to accept; Cindy seconds; unanimous approval.
- Stand-alone borders (6 ft tall, gray padded with glass top) to create sectioned areas in back of library; order should be made soon – funded in part by grant and state-aid account (thinking that it will about \$3000 altogether).
- Michael recommends some money be spent on laptop computers.
- Database software which includes live support for resume building; job search support – should be ready for promotion soon after staff training.
- C/W Mars connection issues with Evergreen software that tracks library circulation; using too much bandwidth and overloading system; they are monitoring the bandwidth now so that it doesn't happen; to upgrade is \$2,424/year; we haven't had the problem since they've been monitoring but C/W Mars is recommending that we need to have in the next few years – Mike recommends to have the numbers on what kind of speed we are at now and how much of an upgrade this would be before we present about an addition to the budget like this.
- Lynn would like to request a possible raise for Heather; she has been doing wonderful work and this is seen by the increase in circulation and visitors; she has gotten the standard 2.5% through the city but it would be nice to recognize her good work. Mike recommends that we see what similar positions are getting paid to make the case.
- Lynn has created a tally sheet for different library stations (reference questions / computers) to see what is being used the most in order to best support more evening staff; gathering data that will show the need for an additional 10 hour staff person for a few nights a week.
- Lynn has updated the public service policy – major change was taking out the places in which fines were still listed and we are getting rid of the \$2 card replacement fee; getting rid of fines has helped build good public relations. Tammy noticed a typo and Lynn will fix it. Cindy makes a motion to accept the policy; Jenn seconds; passes unanimously.
- Patron complaint was made regarding the placement of fiction; book have been reorganized with a whole new shelf so that books are more accessible.
- Quite a few baskets have been collected for the Friends of the Southwick Library and they are due by tomorrow.
- Lynn would like a review from the trustees as she has been here since 2019 and has not had a review yet; would like some ideas of how she's done and where she can focus her energy.

Adjournment: Tracy makes a motion to adjourn. Unanimously approved. The next meeting will be held on December 14, 2021.