

Southwick Public Library Board of Trustees Meeting Minutes
November 12, 2019

Present: Michael McMahon (Chair), Maria Gallo, Tracy Meczywor, Carol Geryk, Tammy Ciak-Bissaillon, 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 Nov 12, 2019 in the Community Room.

Public Comment – no public comments

Communications - Lynn reported that we were approved for state aid Nov 7, 2019, and should receive the first payment of \$7504.81 in March.

- Lynn reported that the Select Board approved her request for an Instagram page for adults.

- Lynn reported that the Library Directors Round Table held their meeting here last month. Representatives from Agawam, Palmer and Westhampton libraries attended.

Meeting Minutes – Minutes of the Oct 8, 2019 meeting were read and unanimously approved. Motion to approve was made by Tracy; seconded by Carol.

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

Old Business - Picnic table

Bob Johnson is getting some pricing on concrete columns to attach the table to. He should get the figures to Lynn for tomorrow night's Friends' meeting.

New business - 1. First Amendment Audits

Ordinary folks coming in to film - they want to be told not to - but this is a public facility, so they can film. The staff has been instructed on how to handle this and tell them to respect the wishes of the library patrons who do not want to be filmed. Legally, they cannot film children without a parent's approval.

2. Holiday Schedule

The Library will be closed Thanksgiving Day and the Friday after, Christmas eve and Christmas Day, and New Year's Day. It will close at 5:00 PM on New Year's eve.

3. Staff Meeting.

The first staff meeting was held right before the volunteer luncheon. Lynn said the meeting went very well. She updated everyone on upcoming programs, and there were 'give-and-take' discussions. She noted a need for more internal training for the staff. She plans to hold (at the least) quarterly staff meetings.

4. Action Plan

Each December an 'Action Plan' will be submitted to meet the 5-yr. strategic plan requirement. See attachment for this year's plan. Lynn is trying to make the 'business' section more prominent. Lynn spoke with Kate Phelon (from Westfield Chamber of Commerce) about how to get more information about our Library out to the community.

5. Quiet Study Spaces

Private reading and working areas. Areas for small meeting groups separated by partitions.

6. Staff Room Usage/Basement Storage

There is just too much 'stuff' (books, etc) in the staff room. Russ Anderson (the fire chief) went into the basement with Lynn to check it out for a storage area. He said books, etc. can be stored down there. There are sprinklers there in case of fire. Moisture in the area needs to be kept low.

7. Closing Procedure - Unattended Children

Children are left unattended at closing time. A written policy is required.

Two staff members will wait with a child for 15 minutes, then call the police to pick up the child if the parent(s) still have not arrived. Overtime pay for the staff members will be authorized. Lynn will work up this policy and speak with police department personnel about this situation.

8. Budget

The budget will be discussed and finalized at next month's meeting.

9. Census

Might have an information meeting here with census personnel.

Adjournment - The meeting was adjourned at 7:45 PM.

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

The next Trustees' meeting will be Tuesday, December 10, 2019.