

SOUTHWICK PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

APRIL 12, 2022

Present: Michael McMahon (Chair), Tracy Merczywor, Maria Gallo, Jennifer Belden, Cindi Warner, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:05 pm.

Public Comments: No public in attendance or comments

Meeting Minutes:

- 2022 Surveys – Surveys have been given out and the library has gotten about 50 responses back. Feedback so far is positive.
- New Resident Packages – postcards have gone out hoping for new library sign ups
- Minutes – January, February and March minutes were reviewed by the Trustees with minor corrections to be made by Lynn. Tracy set motion to accept the minutes and the board approved.
- Circulations – Circulations are up for the month, 13 new sign ups for cards with a door count of over 3,000.

Old Business:

- LSTA Grant – Funding has been spent down for some of the bigger items added to the library. Study cubbies should be open by the end of the week. A new projector and white boards were purchased and put up in the cubbies, and new chairs are in place. Rest of the funding will be used for programs through September.
- Cubbies will be available to be reserved for those needing to use them during library hours. There will be a sign up at the desk to reserve them. Space reservation and indemnification paperwork was reviewed and approved by the Trustees.
- Hoopla – issue of offensive materials is being monitored by the libraries. MidWest tapes is going to start improving their vetting of content and materials and the bigger libraries in Massachusetts will police the content as well. Worcester Public Library is meeting with Hoopla to discuss this further, while most other libraries are waiting to see if vetting of content improves as promised.

New Business:

- New Librarian – Sunny, the new librarian has decided to leave us. Interviews for a replacement were finished yesterday. There was a good response to posting for the position (5 candidates), and the candidates were good. Lynn believes that she has found the right person for the position.
- May Cookbook Club Meeting – this meeting is being cancelled for May. The Club offered to change their meeting to a cookie swap instead of a full cookbook tasting, and three (3) Trustees volunteered to be in attendance to set up, get waivers signed, handle any issues, participate with the group, and remain to ensure proper clean up after the meeting but still Lynn wanted the club meeting cancelled because she could not be in attendance that evening. The Club will resume in June.

- Friends of the Library Book Sales – Lynn is also cancelling the Book Sale this Spring due to staffing shortages and the handling of book donations for the sale. The library has been getting donations left at the door already and many of the books received she won't allow into the building since they are dirty and not resalable.
- State Aid Disbursement – the library received the second payment from the state of \$10,266.19 for a total received of \$20,513.74 year to date.
- Library of Things – a waiver/indemnification form was passed out and reviewed by the Trustees, and approved by all to accept this paperwork.
- Emergency Procedures – these procedures were reviewed by the Fire Chief. Charlie says that our basement at the library qualifies as a Tornado Shelter, but that the library itself is not conducive for a “lock down” if necessary. Lt. Bannish is going to meet with Lynn and offer any further suggestions for procedures in case of an emergency.
- Phone System – the library is having trouble with the phone system. Lynn is going to talk with Jim and Carl in IT at the Town Hall. Cost is \$148 per month for a new system which is not much different than what we are currently paying. Additional \$200-300 costs per phone for cabling. The library would need 6-7 desktop phones as replacements. Current carrier is Verizon and Valley Communications.
- Study Spaces and the Community Room – while cubicles can be used for tutors, the larger space in the Community Room will only be offered to non-profits.
 - Library Staff is requesting that these spaces need to be reserved.
 - Space cannot be reserved more than a month in advance
 - Tracy put through a motion to accept this policy and it was approved by the Trustees.

Next Meeting is May 10th at 7:00 PM.

Meeting adjourned at 8:01 after a motion to adjourn by Maria Gallo