

Library Trustee
Meeting Minutes
August 9, 2022

Meeting Called to Order: 7:02pm

Present: Lynn Blair (Director), Tammy Ciak-Bissaillon, Michael McMahon, Cindi Warner and Jennifer Belden

Absent: Maria and Tracy

Public Comments: None.

Communications:

1. Library of Things: newest items are metal detector, ghost hunting kit, cornhole lawn game and croquet
 - Coming soon are a document scanner and a projector
2. Summer reading: ended 8/4
134 kids 29 teens 44 adults
3. Panic buttons for staff have been installed
4. Lynn is looking to refurbish the outside sign and contacted The Sign Shop in Westfield for a quote
5. Had a patron complaint about the crafts dvds because you need a membership to watch some of it. Lynn put labels on them to let patrons know before checking them out.
6. Taking weeded items to the bindery in Agawam. Question was whether staff can be reimbursed for gas mileage to drive back/forth completing this task. Lynn will clarify with the Town officials to see if it falls under the conference/travel budget.

Acceptance of Minutes: June 14th Meeting Minutes were accepted with the correction of Cindy to Cindi.

Michael made the motion to accept, Tammy seconded and unanimously passed.

Director's Report:

June: 5,133 circulations and 30 new cards

July: 5,284 circulations and 35 new cards

Old Business:

1. LSTA Grant ends in October and funds need to be spent by end of September.
 - August will be discrimination in the job search process
 - September will be job salary negotiations
2. 5 year Strategic Plan
 - 1 rep from the schools, 1 patron, 1 Member of the Friend's group wanted
 - 12-15 people have shown interest
 - MLS will facilitate the 1st meeting in September

- Survey will be done in October
- 2nd meeting in November and another one after the start of 2023

New Business:

1. Sarah Gillette Services

- \$170 used to purchase magnifiers to be part of the Library of Things

2. Shurtleff Children's

- \$2,436 used for coding zone and seating and a teen tech cafe with new seating and technology items

3. Assistant Director job description

- do we (Trustees) want it updated to include taking Trustee Meeting Minutes. Trustees decided to rotate taking minutes between Cindi, Jennifer and Tammy instead.
- Lynn stated it should be updated anyways and will take a look at it early to mid Fall.

4. Emergency Planning:

- Lynn wrote to the schools and the Asst. Principal said she will meet with the School Resource Officer.
- Lieutenant Bannish went through the Town's Emergency Guidelines from 2013 and recommends that the Town work with an expert to update/create 1 plan for all the town's buildings.
- Lynn will continue checking with the Town on the status but wants advice on the Library building itself. She will also cover the windows in the Children's Room in the interim.
- Michael will try to get an update at the next Select Board's meeting.

Motion to Adjourn by Cindi; seconded by Jennifer and passed unanimously.

Meeting Adjourned: 7:44pm

Next meeting: Tuesday

September 13th at 7pm