

Trustees of the Southwick Public Library
Meeting Minutes
January 10, 2023

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 pm.

Roll Call: Michael McMahon, Tracy Meczywor, Jennifer Belden (via Zoom), Cindi Warner and Lynn Blair

Public Comments: None

Acceptance of Minutes: Minutes for October and December were provided to the Trustees and read. Michael called for a vote to approve the minutes as written, Tracy seconded the motion. Unanimously accepted by the group.

Director's Report:

- Library has a full slate of events this month, many of which are based on the survey results.
- Tech Classes are being offered. Tonight there was an EBooks class presented. We had two participants of the maximum 5 requested. Participation will be dependent on timing and topic.
- Children's Programs have expanded into night time offerings. Tuesday will kick off the first night time event which will include a bedtime story and a possible craft. This new programming timing was requested as part of the survey results.
- Children's room is working on grants for upcoming programming.
- Southwick Village Pop Up Library seems to be appreciated by participants. We are getting new card holders through this program.
- Friends of the Library have purchased new shelving units for the Children's Room. They are planning a 2/4 kick off event to introduce and show off this new purchase.

Old Business Update:

1. Circulation is slightly down in December due to the holiday closures. Door counts on open days are good and we have signed up 19 new card holders. State Aid has been deposited into accounts so we are seeing this reflected in the statistics for the month of December.
2. 2024 Budget Process – still awaiting the packet of information from Town Hall. This is expected soon and we should have a budget request to review in the February Trustee Meeting. As expected we are looking to increase hours for the circulation position, as well as hiring a new position.
3. Circulation Position – the new position was posted on 1/5 with a 1/20 close. John Short has moved to the Young Adult Librarian position which has opened his position in circulation.
4. 2023 Strategic Plan – last meeting of the group is planned for 1/31. Draft of the new strategic plan will be sent to the group for comments. Once the group approves the plan it will then be presented to the Trustees for review.

New Business:

- Book Drop Boxes are starting to get old and are showing wear (rust, broken locks, etc). Lynn has checked into the costs for new ones and the cost could run \$5-10,000 per box. The library could use state aid to replace these. We don't know when they were purchased, but they no one believes that they are that old. Michael recommended checking to see if there is a way to purchase these utilizing state discounts. Lynn was going to check into this as well as checking with maintenance to see if they could possibly be repaired.
- Copier – the Assistant Librarian is going to research costs and explore the purchase of a new copier.
- Marketing Plan – one of the suggestion that came out of the survey results was the need for a strong marketing plan. Townspeople don't know where to go to find out about programs. Lynn will consider putting together a committee to look at that in the next few months.

Motion to adjourn by Tracy was approved by all and the meeting ended at 7:23 pm.