

**Southwick Public Library Board of Trustees Meeting Minutes
July 14, 2020**

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissaillon, Suzanne Davis, Tracy Meczywor, Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on July 14, 2020 by Michael via ZOOM.

Public Comment – no public comments

Communications - Lynn stated that the Library opened on July 13, 2020 by appointment only. All is going well, and the staff and patrons are all following the rules. Policies and procedure are established and in place.

- The Shertleff and Gillette grants are approved (with partial funding).
- Lynn is looking at new technologies available for libraries.
- We are still missing a Children's librarian. The hiring freeze is still in place.
- The Community room is, and will be, full of quarantined materials. There are no group meetings being held there (until further notice).

Meeting Minutes – Minutes of the May 5, 2020 meeting were approved as submitted. Motion to approve was made by Suzanne; seconded by Tammy.

Director's Report – See attached spread sheets for May and June statistics. Circulation was down due to closure for COVID-19 pandemic.

Old Business - The summer reading program is going well. Staff and patrons are pleased with the way it is being held.

New business - ADA plan - some items are easily fixed, and some will be expensive to fix.

- Painting - There is a piece of artwork hanging in the library that may be inappropriate. It probably should be taken down if anyone questions it.
- Budget - FY 2020 and 2021 - Due to pandemic issues and spending freezes, we had to give money back to the town.
- Policy Reviews - Pandemic, Minimum Staffing, Responsibility for Library Operations - These policies were reviewed by the Trustees, unanimously approved. Motion to approve made by Tracy; seconded by Suzanne.
- DEI statement - Diversity Equity Inclusion - Lynn will write up something specific for us, and for town approval, following the guidelines set by the Mass Board of Library Commissioners.

Adjournment - The meeting was adjourned at 7:35 PM.

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

The next Trustees' meeting will be Tuesday September 8, 2020. Most likely by Zoom.