

Trustees of the Southwick Public Library
Meeting Minutes
May 2, 2023

Roll Call: Lynn Blair (Library Director), Tracy Meczywor, Tammy Ciak-Bissaillon, Maria Gallo, Michael McMahon.

Absent: Jenn Belden, Cynthia Warner.

Public Comments: No public comments.

Communications: Staff is putting together the details for summer reading. Opening day will be June 24. There will be a mobile petting zoo and Circus Minimus with Kevin O'Keefe.

Approval of April Minutes: A few changes noted by Lynn- Acceptance of minutes needs to note January 30 and February minutes were also approved. Donations made "to the library" in memory of Irene Wolfe. February statistics were discussed, March statistics were tabled. Corrected spelling of Cindi's name. Noted "approved by MBLC " for the strategic plan. Email list name corrected to "Mail Chimp." Summer reading software corrected to "Beanstack" and "Read Squared." Tammy, motion to approve with edits, Maria seconds. All in favor.

Director's Report: Lynn presents the March and April statistics. March has been busy the past two years, despite snow closings.

Old Business: Cindi is not in attendance to discuss the book drop project, tabled until next month. Lynn reports we have now signed up for LibraryAware and have signed up from present to June 2024. Lynn imported all the contacts. Staff are enjoying the features of LibraryAware. Lynn posted the Library Page position. It will close May 12 at 5pm.

New Business: Next State Aid award arrived in the total of \$11,920.02. The initial award was \$11,869.06. Lynn presents the following policies, trustees decide to vote on all at the end:

- Materials Selection Policy to include a Request for Reconsideration for Displays. Tammy noticed a typo, should be "purchased under."
- Exhibition of Art Policies- Replace Anne Murray with Lynn's name. The "Policies and Guidelines" mentions the "Gallery Committee"- Lynn suggests changing to "Gallery Coordinator."
- Public Service Policies- Lynn requests removing the "Services to Minors" section- we already have a "Use of the Library by Minors" policy. Lynn would like to remove the section from the Public Service Policies because the other policy supersedes this one.
- Social Media Policy- the library Facebook account had to become attached to a personal account, so Lynn attached it to hers. Lynn is requesting the edit that the Library Director will be the only one editing the library Facebook page. No other staff will be accessing the library social media.

- “Welcome Information”- Lynn wants to remove the card replacement fee. Under borrowing periods- Lynn wants to add the Library of Things renewal period and checkout period. Under the late fees section, Lynn wants to add a note that other libraries may charge late fees so patrons are aware. Last edit would be to note that patrons can check out with a state ID or license if they forget their library card.
- Internet Use Policy- Lynn wants to remove the part regarding one-on-one training the library offers, since the library doesn’t currently offer regular training. The time limit is also brought to attention. Lynn suggests changing it to a one hour limit only if other patrons are waiting
- Replacement Fees for Lost and Damaged Materials- Lynn requests the change to state that the library can accept replacement items, at the discretion of the Library Director.
- Trustees Bylaws- at the last meeting, the meeting date was corrected. Michael noticed the information on trustees elections need to be edited. The trustees suggest other changes needed. Lynn will correct the document for the election information and meeting time. At the next meeting, Lynn will present the document with the changes suggested by the board at the May meeting for the board to review in the June meeting.

Tracy makes a motion to approve the presented policies with edits as listed. Tammy seconds. All approve.

Michael asks about the current budget. Lynn reports the budget is in good shape, the only exception is the electricity line which is more expensive than anticipated. We may have to allocate from the fuel line item. In the FY 2024 budget, we did not ask for more for the electricity line because we’ve always had leftover.

Tracy asks about summer meetings. The next meeting will be Tuesday June 13. The trustees decide no meetings in July and August unless something urgent comes up.

Next meeting June 13, 2023.

Motion to adjourn at 7:46pm made by Tammy, Tracy seconds, all approve.