

Trustees of the Southwick Public Library
September 12, 2023
Meeting Minutes

Roll Call: Maria Gallo, Michael McMahon, Tammy Ciak-Bissailon, Jennifer Belden, Lynn Blair (Library Director), Tracy Meczywor (on Zoom), Cindi Warner (on Zoom).

Public Comments: No public comments.

Communications: Summer reading was a success- great events and participation. 62 adults, 142 kids, and 25 teens participated. Lynn is working with the Western MA Library Advocates for a Library Road Trip in October. Participating Western MA libraries will have a passport and patrons can get them stamped at each library. Lynn has purchased some giveaways for patrons doing the Road Trip. The ARIS report has been submitted to the state and our Financial Report is being worked on. The library is collaborating on a 50+ Job Seekers Support Group on Zoom for patrons. The Pop-Up Library at the Southwick Village has begun again, running every other month. Lynn had a table at the Fall Welcome Back Breakfast at the Senior Center. September is Library Card Sign Up Month- the library is doing a raffle for anyone who signs up for a card- the prizes are sponsored by the Friends. Staff is working on a large-scale shifting project in the fiction section- combining mystery and sci-fi into the regular fiction. This will help with space. The library will have a car in the Trunk or Treat.

Approval of Minutes: The July 2023 minutes are reviewed. Jenn makes a motion, Tammy seconds, all approve.

Director's Report: Lynn presents the July and August statistics.

Old Business: Lynn follows up on the Sarah Gillett Services for the Elderly Grant. Lynn is almost done with the memory kits.

New Business: Lynn details a new recurring library program- the evening book club. Lynn brings up the topic of printing costs for the public. We currently charge 25 cents/page. All of the fines/fees/lost book charges/printing copy costs go to a general library revenue account with the town. Lynn asked the town if we could potentially order ink and paper supplies for the copier from this account, but we are not able to use the funds from the account. Lynn brings up printing costs- we should keep charging, but opened the discussion to suggestions, no change. Lynn presents the Library of Things Policies for review- presents the idea of opening the LOT collection to be checked out by residents of other towns. The Public Service Policies, the Tool Lending Registration Agreement Registration and Waiver, and the Library of Things Tools Borrowing Rules and Procedures will need to be updated to reflect the change of the items being available to residents with cards in good standing from all towns. Jenn makes a motion, Tammy seconds, all approve. Lynn presents a wording edit in the policy, "tools" to "equipment." Jenn suggests "items." Also- it states "all tools must be used with eye protection." Lynn suggests

adding "when applicable." Lynn would also like to remove the line for the patron's work phone number. Lynn speaks to event registration software- this would make it easier for patrons to register since they can register themselves online. Lynn presents two options: EventKeeper, \$725, and Assabet, \$800 with a one time setup fee. The board is in favor-Lynn will begin exploring set up options.

Adjournment: Jenn makes a motion to adjourn, Maria seconds, all approve.