

**Southwick Public Library Board of Trustees Meeting Minutes
December 8, 2020**

Present: Michael McMahon (Chair), Maria Gallo, Suzanne Davis, Tracy Meczywor, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on Dec 8, 2020 by Michael via ZOOM.

Public Comment – no public comments

Communications - Lynn said that the Live Chats (with Lynn, Paul, and Heather P) were going well and being used by patrons.

- Programming for January is proceeding. Young Adult and the Children's librarians are very busy developing programs. Lynn is working on adult programs.
- 'Book boxes' program is a great hit. Used by adults, teens and children.
- In general the staff is busy with patrons, keeping up with cleaning, and keeping up with any changes as directed by our Board of Health.

Meeting Minutes – Minutes of the Nov. 10 2020 meeting were unanimously approved as submitted. Motion to approve was made by Suzanne; seconded by Tracy.

Director's Report – See attached spread sheets for November statistics. Numbers in general are looking good considering the COVID-19 restrictions.

Old Business - The staff is following the Board of Health directives in our COVID-19 responses. They have been very helpful with Lynn's questions and concerns. We are always below the capacity set by our Board of Health and the Governor.

- The custodian is doing a good job in maintaining the facility.
- 'Goodie' bags were given to our volunteers in lieu of a luncheon in the Community room. Each bag contained a mug, a note pad, a coloring book, etc.
- The 'fine-free' policy is going well, and we've gotten some 'nice' donations in the jar

New Business - State Aid - The first money from the state will be awarded in February. The amount is unknown at this time.

- LSTA Grant - this is 'Pathway to Success' grant paying approximately \$7500.00/year, and begins in the Fall of 2021. This could tie in with business collection at the Library. Lynn will start working on it in January.
- Staffing and Scheduling - Heather P will be out on maternity leave from March to May. Paul may work more hours to cover for her (if okayed by the Select Board). We are still unable to hire to hire to fill Margo's position. We will be down two people.
- Budget - There is no budget info, etc from the town for FY 2022 yet.
- FY2022 Action Plan - Action plan needs to be submitted annually. We will do whatever is possible to do this year (based on 2020 and 2021 plans) given the restrictions required by the pandemic.

Adjournment - The meeting was adjourned at 7:32 PM.
Move to adjourn by Maria; seconded by Suzanne.
Unanimously approved.

The next Trustees' meeting will be Tuesday January 12, 2021 via Zoom.