

**Southwick Public Library Board of Trustees Meeting Minutes
January 19, 2021**

Present: Michael McMahon (Chair), Maria Gallo, Suzanne Davis, Tracy Meczywor, Tammy Ciak-bissailon, Carol Geryk, 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 Jan 19, 2021 by Michael via ZOOM.

Public Comment – no public comments

Communications - Lynn said that there will be a staff meeting (Zoom) tomorrow

- The summer reading program is being developed
- Lynn is working on the library's report to the town which is due Feb 1, 2021.
- The union is working on negotiations for June contract time.
- The staff is trying to get as much done as possible until they are down 2 people.

Meeting Minutes – Minutes of the Dec 8, 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 December statistics. Numbers in general are looking good considering the COVID-19 restrictions. Donations were up due to the holidays.

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. There were no new updates at this time.

- The custodian is doing a good job in maintaining the facility.
- LSTA grant - \$7500/year - Lynn is still working on it and looking for partners, such as our Economic Development Council and the Westfield Chamber of Commerce. These are 2 of a possible 5 or 6 partners. The application is due next month.

New Business - State Aid - amount is unknown at this time.

- unknown when it will be received at this time.
- have changed some requirements for the new year
- FY 2022 budget - (see attached) cannot submit a budget with a 5% decrease. The next Municipal Appropriation Requirement is \$447,726.84. According to the LBC, if the budget is below the MAR, we could lose some state aid (more than 5%). Lynn wrote a 'good' letter to the Select Board explaining this, and attached it to the budgets submitted. Motion to submit the budgets to the Select Board as prepared made by Suzanne; seconded by Tracy. Unanimous vote.
- Circulation Job description (see attached) - last updated in 2011. Changed a few words and added paragraphs to cover the pandemic situation. Motion to approve/accept changes made by Tracy; seconded by Carol. Unanimously accepted. Lynn will follow up with the Select Board and the union.

Adjournment - The meeting was adjourned at 7:28 PM.
Move to adjourn by Tracy; seconded by Suzanne.
Unanimously approved.

The next Trustee meeting will be February 9, 2021 via Zoom