

**Southwick Public Library Board of Trustees Meeting Minutes  
June 13, 2017**

Present: Michael McMahon (Chair), Carol Geryk, Suzanne Davis, Maria Gallo, Tammy Ciak-Bissaillon, Tracy Meczywor, and Diane Caruso (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on June 13, 2017 in the Community Room.

- **Public Comment** – no public comment
- **Communication** - Beth Brown is retiring on June 22, 2017. Library staff will take her to dinner on her last day.
  - An ad is to run in the Westfield News for her replacement.
  - - A donation was received from the Kiwanis for a video camera and tripod.
  - - The annual agreement from C/W MARS is to be signed (not a contract nor was a price specified). Michael asked about our annual assessment.\*
  - - August 4 - last day of summer reading program
    - - 'big' cats program will be held in the Community room in the morning.
    - - 125th anniversary of the Southwick Public Library - celebration with cake, etc. will be held in the Community room in the early afternoon. The Friends of the Southwick Public Library group will provide the refreshments. Our town leaders will pull the winning raffle ticket for the rug made and donated by Sally Killips in the Reading Nook.
  - - The Author Fair will be held this Saturday, June 17, from 10:30 - 12:30. There are 16 participants.
  - - Security gate - Diane is getting price quotes to replace the current one. A quote was received from Biblioteka - is this "old" technology since it is like what we have? Another system - RFID gate - is more up-to-date, "new technology", but much more expensive and will require a lot of work to set up.
  - - The summer Page has been hired (From UMass)
- **Meeting Minutes** – Tammy moved to accept the minutes of 5/2/17 as amended. Seconded by Suzanne/ Unanimously approved
- **Director's Report** – See attached spreadsheet for May. Our budget was set and approved at the Annual Town Meeting in May.
- **Old business** - None
- **New business** - A letter was received from a student who wanted to take classes over the summer. The student would need 'proctoring' while taking exams. Diane stated that she does not have the staff to do this. She suggested that we should have a policy to address this issue. See the attached Proctoring/Invigilating Exams policy. A motion was made to accept this policy by Carol and seconded by Suzanne. It was approved unanimously.
  - - The Strategic Plan for the library needs to be updated starting in January.
- **Adjournment** - The meeting was adjourned at 7:55.  
Move to adjourn by Suzanne, seconded by Tracy.  
Unanimous approval

The next Trustee meeting will be Sept 12, 2017.

\* Diane sent an email to everyone on 6/14/2017 stating that our C/W MARS assessment for FY2018 is \$8,167. Since we are to receive a \$1650 (SLIN Small Library in Network) grant, our invoiced amount will be \$6,517. (See attached email.)

Southwick Public Library  
Director's- Report-May 2017

<u>Month</u>	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u> (a)	<u>Adaptive</u>	<u>Typewriter</u>	<u>AWE</u>
May 2016 -Month	3,906	163	174	21	163	3,407	\$ 792.50	-	1	24
May 2017-Month	4,132	165	186	17	(b) 115	3,266	\$ 984.37	-	-	2
Incr. (Decr.) 2017 Vs 2016	226	2	12	(4)	(46)	(141)	\$ 191.87	-	(1)	(22)
	5.8%	1.2%	6.9%	-19.0%	-29.4%	-4.1%	24.2%			-91.7%

(a)-Includes \$740.00 in Memorials- Marilyn Chungio.

(b)-Includes \$480.00 in Memirials & Gift; Computers downfor 7 days, Closed 2 days for Holidays.

<u>Year-to-Date</u>	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u>	<u>Adaptive</u>	<u>Typewriter</u>	<u>AWE</u>
July to May 2016 -Year-to-Date	49,381	2,082	1,944	556	1,707	40,601	\$ 13,893.51	2	11	114
July to May 2017 -Year-to-Date	38,463	1,629	1,991	256	1,117	28,100	\$ 5,125.35	1	-	54
Incr. (Decr.) 2017 Vs 2016	(10,918)	(453)	47	(300)	(590)	(12,501)	\$ (8,768.16)	(1)	(11)	(60)
	-22.1%	-21.8%	2.4%	-54.0%	-34.6%	-30.8%	-63.1%			-52.6%

fn:Director's Report June 12, 2017  
Diane L.Caruso-Director

Year-to-Date data accumulation

	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u>	<u>Adaptive</u>	<u>Typewriter</u>	<u>AWE</u>
July 2015	6,901	314	246	168	137	4,361	\$ 489.69	1	-	14
Aug 2015	5,240	250	197	101	157	3,725	\$ 365.58	-	-	9
Sept 2015	4,375	182	160	47	185	3,874	\$ 448.59	-	-	2
Oct 2015	4,522	174	168	36	211	4,309	\$ 654.42	1	-	23
Nov 2015	4,090	186	129	21	153	3,414	\$ 472.40	-	-	9
Dec 2015	3,997	160	137	28	137	3,428	\$ 2,881.64	-	2	4
Jan 2016	4,250	177	163	61	138	3,251	\$ 335.06	-	5	7
Feb 2016	3,857	160	158	23	141	3,296	\$ 429.51	-	3	5
Mar 2016	4,464	165	221	28	149	3,899	\$ 6,732.08	-	-	2
Apr-16	3,779	151	191	22	136	3,643	\$ 292.04	-	-	15
May-16	3,906	163	174	21	163	3,407	\$ 792.50	-	1	24
<b>Total 2016</b>	<b>49,381</b>	<b>2,082</b>	<b>1,944</b>	<b>556</b>	<b>1,707</b>	<b>40,601</b>	<b>13,894</b>	<b>2</b>	<b>11</b>	<b>114</b>
	<u>Circ.</u>	<u>Avg.Cir</u>	<u>Ref.</u>	<u>New</u>	<u>Comp</u>	<u>Doors#</u>	<u>Gifts</u>	<u>Adaptive</u>	<u>Typewriter</u>	<u>AWE</u>
July 2016	2,868	143	179	38	33	1,440	\$ 333.81	-	-	-
Aug 2016	2,329	101	207	20	-	1,311	\$ 178.77	-	-	-
Sept 2016	2,048	84	201	13	-	1,302	\$ 107.25	-	-	-
Oct 2016	3,201	133	105	20	105	2,787	\$ 791.21	-	-	6
Nov 2016	3,425	149	190	22	156	2,973	\$ 1,002.30	-	-	7
Dec 2016	3,427	143	170	26	163	3,043	\$ 295.80	-	-	13
Jan 2017	4,567	190	198	21	143	2,661	\$ 255.50	1	-	3
Feb 2017	4,063	185	182	27	128	2,813	\$ 281.10	-	-	7
Mar 2017	4,467	172	208	25	139	3,260	\$ 523.92	-	-	9
Apr 2017	3,936	164	165	27	135	3,244	\$ 331.32	-	-	7
May 2017	4,132	165	186	17	115	3,266	\$ 984.37	-	-	2
<b>Total 2017</b>	<b>38,463</b>	<b>1,629</b>	<b>1,991</b>	<b>256</b>	<b>1,117</b>	<b>28,100</b>	<b>5,125</b>	<b>1</b>	<b>-</b>	<b>54</b>

## Proctoring/Invigilating Exams

The Southwick Public Library does not have the staff available to appropriately proctor/invigilate exams; therefore, the library does not offer this service. The library will try and assist a patron find a library that does offer this service.

6/13/2017