

**Southwick Public Library Board of Trustees Meeting Minutes  
December 12, 2017**

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

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 on December 12, 2017 in the Community Room.

- **Public Comment** – no public comment
- **Communications** - 2 certificates were received (from our Select Board and from State Sen. Don Humason) acknowledging the 125th anniversary of the Southwick Public Library.
  - a bulletin board has been placed on the wall over the copy machine for the staff.
  - Jackie Hart was approved by the Select Board to fill the Assistant Director position.
  - the advertisement to fill the vacant Young Adult librarian position (vacated by Jackie Hart) has been posted.
  - Library Legislative Day will be held in Boston on March 6, 2018.  
See attached handout for more information
  - Shirley Pace was presented with a Volunteer Emerita Certificate (as described in Nov. 14, 2017 minutes).
  - a Continuation of Operations Plan (COOP) was submitted to Charlie Dunlop for his review.
- **Meeting Minutes** – Minutes of the November 14, 2017 were amended as discussed. Suzanne moved to accept the amended minutes; Tracy seconded. Unanimously approved.
- **Director's Report** – See attached spread sheet for November.
- **Old business** - Security System -
  - A quote from Protective Security Services for \$6688.44 was received for cameras and their installation (no monthly fees involved).
  - A representative from another company is coming tomorrow to give a quote.- Painting and Carpeting -
  - A paint color has been chosen (similar to what is now on the walls) and the weekend of the Martin Luther King holiday has been chosen for the painting.
  - After the painting is finished, the carpeting will be installed.- The Fire Department will be doing a safety inspection of the Library building.
- **New business** - FY2019 Budget - we cannot accept a 5% decrease, or level funding funding for FY2019 as requested by the Town Budget Committee. We need to ask for an increase of \$5727 to meet the Municipal Appropriations Requirement (MAR) which is needed for certification
- **Adjournment** - The meeting was adjourned at 7:40.  
Move to adjourn by Suzanne; seconded by Carol. Unanimously approved.

The next Trustee meeting will be January 9, 2018

					Southwick Public Library							
					Director's- Report-November 2017							
			<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>
Nov. 2016			3,425	149	190	22	156	2,973	\$1,002.30	-	-	7
Nov. 2017			4,190	190	152	27	88	3,037	\$ 979.72	-	-	6
Incr. (Decr.) 2017 Vs 2016			765	41	(38)	5	(68)	64	\$ (22.58)	-	-	(1)
<b>Note:</b>												
(a-Includes \$210.00 Donations & Gifts.												
Year-to Date-July - November												
			<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-Nov 2016			13,871	610	882	113	294	9,813	\$ 2,413.34	-	-	12
July-Nov 2017			23,453	1,032	898	149	460	16,581	\$ 2,814.13	-	-	39
Incr. (Decr.) 2017 Vs 2016			9,582	422	16	36	166	6,768	\$ 400.79	-	-	27
fn:Director's Report for the Library -----												
					December 12,2017							
			<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	-	-	-
August 2016			2,329	101	207	20	-	1,311	\$ 178.77	-	-	-
September 2016			2,048	84	201	13	-	1,302	\$107.25	-	-	-
October 2016			3,201	133	105	20	105	2,787	\$791.21	-	-	5
November 2016			3,425	149	190	22	156	2,973	\$1,002.30	-	-	7
Total			13,871	610	882	113	294	9,813	\$ 2,413.34	-	-	12
			<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 2017			6,342	302	191	54	90	4,152	\$ 508.41	-	-	9
August 2017			4,809	209	183	34	82	3,219	\$ 499.90	-	-	13
September 2017			3,993	166	186	14	107	3,018	\$ 319.25	-	-	1
October 2017			4,119	165	186	20	93	3,155	\$ 506.85	-	-	10
November 2017			4,190	190	152	27	88	3,037	\$ 979.72	-	-	6
Total			23,453	1,032	898	149	460	16,581	\$ 2,814.13	-	-	39