

**Southwick Public Library Board of Trustees Meeting Minutes  
January 9, 2018**

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

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:05 on January 9, 2018 in the Community Room.

- **Public Comment** – no public comment
- **Communications** - On Jan. 24 at 9:00 AM, there will be a walk-through for new bids for the painting and carpeting of the library
  - The legislative breakfast will be at Chicopee Comprehensive High School on Feb. 2, 2018 from 8:30 -10:30 AM
  - The Giving Tree was a big success and fun. Three large boxes filled with hats, gloves, mittens, and scarves were given to DCF. There is one more box being prepared.
  - \$290.00 was donated by the staff from ‘dress down days’ to Our Community Table
  - A \$100.00 donation from a family in town is to be used for YA and children’s programming
  - A \$20.00 donation was made because “the person liked our library and programs”
  - There will be a reception on Feb 2, 2018 from 12:00 - 2:00 PM to celebrate Irene’s retirement. Maria agreed to pick up gift cards for her (\$150-\$200).
- **Meeting Minutes** – Minutes of the December 12, 2017 were amended as discussed. Suzanne moved to accept the amended minutes; Carol seconded. Unanimously approved.
- **Director’s Report** – See attached spread sheet for November.
- **Old business** - Security System -
  - A quote from IBS Electronics and Security for \$9346.46 was received. This included 2 extra cameras than the first bidder. This will give more complete coverage of the library and be more proactive than the first bidder. Also an extra monitor is included. Equipment and installation are included in the price, with no maintenance fee. There will be no cost for repairs if needed within 90 days before the invoice date.
  - Carol made a motion to accept the IBS bid; seconded by Suzanne. Unanimously approved.
- **New business** - The Young Adult librarian position - several possible candidates were interviewed, but accepted positions elsewhere. Another person was to be interviewed on Thursday.
  - FY 2019 Budget - There was much discussion on the FY2019 Budget. A motion was made by Suzanne to accept and submit the FY 2019 budget as discussed; seconded by Carol. Unanimously approved.
- **Adjournment** - The meeting was adjourned at 8:00.
  - Move to adjourn by Carol; seconded by Suzanne. Unanimously approved.

The next Trustee meeting will be February 13, 2018

**Southwick Public Library  
Director's- Report-December 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>
Dec. 2016	3,427	143	170	26	163	3,043	\$295.80	-	-	13
Dec. 2017	3,620	151	155	23	63	2,928	\$(b) 1,074.00	-	-	9
Incr. (Decr.) 2017 Vs 2016	193	8	(15)	(3)	(100)	(115)	\$ 778.20	-	-	(4)

**Note:**

(a-Includes \$36.00 in Memorials; 12/17/16 was a Snow Day.

(b-Includes \$100.00 in Donation.

**Year-to Date-July - December**

	<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-Dec 2016	17,298	753	1,052	139	457	12,856	\$ 2,709.14	-	-	25
July-Dec 2017	27,073	1,183	1,053	172	523	19,509	\$ 3,888.13	-	-	48
Incr. (Decr.) 2017 Vs 2016	9,775	430	1	33	66	6,653	\$ 1,178.99	-	-	23

**fn:Director's Report for the Library -----**

**January 09,2018**

	<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
December 2016	3,427	143	170	26	163	3,043	\$295.80	-	-	13
Total	17,298	753	1,052	139	457	12,856	\$ 2,709.14	-	-	25

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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
December 2017	3,620	151	155	23	63	2,928	\$ 1,074.00	-	-	9
Total	27,073	1,183	1,053	172	523	19,509	\$ 3,888.13	-	-	48