

**Southwick Public Library Board of Trustees Meeting Minutes
June 3, 2019**

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissailon, Carol Geryk, 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 PM on June 3, 2019 in the Community Room.

Public Comment – no public comments

Communications - Diane met with town officials and Tighe & Bond to go through their maintenance assessments, etc. The basement water problem has been resolved - the water damage is old, and the mold has been cleaned up. Handicap ramps need particular signage (which is not a priority now and can be done with other outside work). Low spots in the parking should be leveled out. An inspection on the septic system was suggested, but is not a priority now. There is some washout in the culvert due to cascading water which our DPW will repair. There is one downspout which should be directed underground and away from the building. The air conditioning system (3 units) use freon as the coolant. These units should be replaced instead of adapting them to new coolant needs (It would be less expensive to replace than to adapt.). The water heater should be replaced soon. Tight & Bond will do a second assessment after this meeting and will issue a new assessment.

- Diane said there would be training for the Staff on June 12 on 'Beanstack' - the online registration software for the summer reading program.
- Diane said there will be a professional photographer here doing a program on drone photography for the public on June 17. He will do a slide show with lots of Western MA aerial photos. If the weather is good, a demonstration may be held outside.
- Diane reported that she is working with the Friends group on a presentation for their annual meeting in September or October.

Meeting Minutes – Minutes of the May 14, 2019 meeting and the May 29, 2019 meeting were read and amended. Motion to approve as amended was made by Suzanne; seconded by Tammy.

Director's Report – See attached spread sheet for May statistics.

Old Business - Library Page Position- Zachary Smith has been hired upon approval by the Select Board.

He is currently a teen volunteer here, and is very familiar to the staff. He will be a senior at Westfield Technical Academy.

- Diane presented information on picnic tables and benches - to be made in MA prisons - will make to order including anchoring hardware, and heavy duty trash cans. The cost is substantially less than retail sources.

New business - Discussion on updating the Public Service Policies of the Library. A motion was made to accept the reworked Public Services Policies by Carol; and seconded by Tammy. Unanimously approved.

Adjournment - The meeting was adjourned at 8:00 PM.

Move to adjourn by Carol; seconded by Suzanne. Unanimously approved.

The next Trustees' meeting will be Tuesday, September 10, 2019.