

**Southwick Public Library Board of Trustees Meeting Minutes
January 8, 2019**

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissaillon, Tracy Meczywor, Carol Geryk, 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 January 8, 2019 in the Community Room.

Public Comment – no public comments

Communications - Diane reported that Library Legislative Breakfast will be Feb 8, 2019 at 8AM at the Storrs Library

- The Budget hearings are scheduled for March 2 and March 23, 2019.
- MBLC is again working with the Boston Bruins Hockey Team's drive to collect pajamas for the needy. The drive will be held Feb.1 to March 15, 2019. A box will be set up in our Library.
- Diane has been receiving ethics test notices and we all have to complete them on line.
- Tighe/Bond inspected the inside of the Library. They looked at the basement, which is damp, and recommended painting the rusted ceiling covering. Inspection of the outside of the Library building was done today.
- The Southwick Cultural Council approved all grant requests received from the Library staff.
- Diane attended a CWMARS meeting in December and met the new head of CWMARS.
- Diane attended the FORBES MLS Directors' Round table meeting yesterday. They are looking for a new Director. A suggestion was made that each Library be assigned its own contact person to answer questions and provide any information that may be needed.
- A Circulation Staff Employee is looking for a second job, one that will give her medical benefits. There is a question as to whether she will be able to continue working here.
- Diane announced that she will RETIRE at the end of this fiscal year, June 30, 2019!!!!

Meeting Minutes – Minutes of the November 20, 2018 and the December 11, 2018 meetings were read. Carol moved to accept those minutes; Tammy seconded the motion. Unanimously approved.

Director's Report– See attached spread sheet for December.

Old Business - Diane said that some small adjustments had to be made to the budget.

New business - Reviewing and updating of several Library policies - Discussion began tonight and will continue at the February meeting.

Policy on Handouts and Public Notices - remove the word 'commercial' from number 2.

Policy on Holds and Pick-Up - remove number 3 entirely. Update the rest of the policy.

Western MA Regional Library System Replacement Fees - to be updated as needed.

Adjournment - The meeting was adjourned at 8:05 PM.

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

The next Trustees meeting will be Tuesday, February 12, 2019.