

Southwick Library Trustees
Meeting of **March 12, 2019**

Present: Tammy Ciak-Bissaillon, Suzanne Davis, Carol Geryk, Tracy Meczywor, Diane Caruso

Meeting called to order by Chairman Pro Tem Tammy Ciak -Bissaillon at 7:00pm

There were no public comments.

Communications: Budget Hearing was held with Select Board/Finance Committee and was attended by Carol and Diane.

Susan Wagner started work on the Circulation Desk this week.

The outside library sign has been damaged by the wind and is scheduled for repair or replacement.

Minutes: Upon a motion by Tracy and a second by Carol, the Minutes of February 2019 were accepted unanimously.

Director's Report: see attached

Old Business: There was no Old Business

New Business: Diane has developed a three part legal form to be used with the new Library of Things Program. The form consists of a description of the item(s) borrowed, a Waiver and Indemnification" section, and a set of Rules and Procedures for the program. Items can be borrowed for 1 week with one renewal available. There will be a limit of 3 items at one time to be borrowed. A motion to accept the form was made by Carol and seconded by Tracy. Motion approved unanimously.

A motion to adjourn was made by Tracy and seconded by Suzanne. Motion approved.
Meeting adjourned at 7:35 pm

The next meeting will be held on Tuesday, April 9, 2019

Respectfully submitted,

Suzanne Davis

Secretary pro tem