

**Southwick Public Library Board of Trustees Meeting Minutes
February 11, 2020**

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissailon, Suzanne Davis, Carol Geryk, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on Feb 11, 2020 in the Community Room.

Public Comment – no public comments

Communications - Lynn reported that there would be a retirement party for Margo on Monday, Feb. 24 from 2-4 PM in the Community Room. This would also be Margo's last day.

- Lynn gave a short presentation on the Southwick Public Library to the Greater Westfield Chamber of Commerce. She made connections with some local businesses.
- Lynn will meet with the Finance Committee on the Library's budget on Feb. 22, at 8:30 AM.
- Lynn noted that the Shurtleff grant application will build on last year's grant.
- Lynn is working on the Sarah Gillette grant application to request hearing-assist devices for the Library.

Meeting Minutes – Minutes of the Jan 14, 2020 meeting were read and unanimously approved as submitted. Motion to approve was made by Suzanne; seconded by Tammy.

Director's Report – See attached spread sheets for January statistics.

Old Business - Select Board and Finance Committee approved elevating the Childrens' Librarian position to 37.5 hours.

- The Childrens' Librarian position will be posted internally for 2 weeks. If there is no response, then posted outside.
- Until the Childrens' Librarian position is filled, the library staff will look for 'guest stars' to entertain the kids.

New business - The Library Links monthly newsletter has been revamped, and looks very nice. The addition of color improves its appearance.

- There are some issues with Comcast. Internet interruptions are becoming more frequent. CWMars internet service will come out, assess our situation, offer pricing, information, etc.
- Fire Alarm maintenance - the fire alarms are going off in the late afternoons and at night. Carey is working with the alarm company. There seems to be a wiring issue. The company will come back to do repairs. There is a question of cost to repair and replace needed hardware and wiring - maybe as much as \$3,000.00
- Shurtleff and Sarah Gillette grant applications were discussed above, See Communications.
- Budget - the supplies and maintenance line item figures need to be updated. Lots of ink cartridges are being used in the public copiers. (They are older and not very efficient any more.) The staff is looking into connecting the public computers to the library's printers which are newer and more efficient. Lynn does have the authority to move money from one line item to another. She will look into GSA schedules for better prices.

Adjournment - The meeting was adjourned at 7:30 PM.
Move to adjourn by Suzanne; seconded by Carol. Unanimously approved.

The next Trustees' meeting will be Tuesday, March 10, 2020.

