

Southwick Public Library Board of Trustees Meeting Minutes September 12, 2017

Present: Michael McMahon (Chair), Carol Geryk, Maria Gallo, Tammy Ciak-Bissaillon, and Diane Caruso
(Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 on September 12, 2017 in the Community Room.

- **Public Comment** - no public comment
- **Communications**
 - Rory Raven coming tomorrow for SPL Annual Meeting
 - Road construction project - Diane asked if the black box near the library sign was blocking it.
 - She stated that large equipment was driving all over the lawn, and questioned if this was breaking or affecting the sprinkler system in any way
 - Diane reported that the summer reading program went well, much better than last summer when the library was closed
 - Diane submitted ARIS forms - the Annual Report Information Survey required to qualify for state aid and grants
 - Diane submitted required forms for applications and compliance
 - Two new programs were instituted - 2-30 min sessions with Paul/week to set up basic computer set-ups AND 2-30 min sessions with Jackie to load e-books, etc on various devices. These will fulfill the requirements for 'senior technology' training.
 - Diane reported that this year we need to ask (Shurtleff Committee) for materials (not programs)
 - Diane reported on staff development : 9/8 Jackie for summer reading 2018, and 9/11 rethinking school outreach; 9/12 Paul 2.5 hour Webinar session for Commonwealth e-book training; and 10/4 Diane MLS 'team building' workshop
 - Diane stated that John Moriarity (and maybe Don Humason) will hold office hours at the Library on 10/2 from 1-2:30 pm
 - On 9/14 there will be a site visit by Mass IT to assess our IT equipment and discuss it with the staff and Michael McMahon
 - Diane wrote performance reviews for all staff and sent them to Town Hall
 - The security gate is not active and 2 copies of the Southwick Bicentennial History books are missing. The remaining copies are now behind the circulation desk.
 - Diane reported that someone in town wants to donate power from his solar panels to the library this is now in Karl's hands and is motion.
- **Meeting Minutes** - Carol moved to accept the minutes of the 6/13/2017 meeting. Seconded by Tammy
Unanimously approved
- **Director's Report** - Michael reported the Select Board was trying to find a tenant to lease the old library building
 - the lessee would spend the monies required to rehab the building and bring it up to code, while paying very little rent
 - See attached spread sheets for June, July and August
- **Old business** - Painting and Carpeting
 - With people on vacations nothing is being done this summer.
 - The rooms to be done are the Main room, the Community Room, and Diane's and Irene's offices.
 - It was noted that the painting should be done first.

- **New business** - Mass General Law states that the Library Director should have a Contract.
 - Diane has an 'agreement' with salary, stipulations, etc., but does not have a formal contract. She needs to be on the 'list' for the Annual Town Meeting in May for a contract stating salary and benefits and increases
 - FY 2019 assessment is \$8361.00
 - Diane budgets for the total amount. The SLIN amount is \$1350.00 (+ \$300.00 withheld initially), so the invoiced amount will be \$7011.00
- **Adjournment** - The meeting was adjourned at 7:50.
 - Move to adjourn by Tammy, seconded by Carol.
 - Unanimous approval

The next Trustee meeting will be Oct 10, 2017.

Southwick Public Library
Director's- Report- June July 2017

	<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 (a)	2,868	143	179	38	33	1,440	\$333.81	-	-	-
July 2017	6,342	302	191	54	90	4,152	\$ 508.41	-	-	9
Incr. (Decr.) 2017 Vs 2016	3,474	159	12	16	57	2,712	\$ 174.60	-	-	9

Note: (a-Main Library closed sprinkler replacement-est.

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August 2016 (b)	2,329	101	207	20	-	1,311	\$ 178.77	-	-	-
August 2017	4,809	209	183	34	82	3,219	(c) \$ 499.90	-	-	13
Incr. (Decr.) 2017 Vs 2016	2,480	108	(24)	14	82	1,908	\$ 321.13	-	-	13

Note: (b-Main Library closed sprinkler replacement-est.
(c-Includes \$115 Memorial & Raffle.

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

September 10,2017