

**Southwick Public Library Board of Trustees Meeting Minutes
November 14, 2017**

Present: Michael McMahon (Chair), Carol Geryk, Maria Gallo, Tammy Ciak-Bissaillon, Tracy Meczywor, 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 on November 14, 2017 in the Community Room.

- **Public Comment** – no public comment
- **Communications**
 - Diane reported that the volunteer appreciation luncheon was enjoyed by all who attended
 - Ann received a ‘thank you’ note from our local food pantry for all the food collected over the summer (worth more than \$287). Other food drives also contributed to the food pantry.
 - Giving Tree - will be decorated with new, donated hats, gloves, mittens and scarves (either purchased or hand-made), and distributed as needed by the Dept of Children and Family (DCF)
 - from the MBL Commissioners - we are certified and eligible to receive state aid. They are sending the first payment of \$6497.84. Another payment may be coming later in the fiscal year.
 - Charlie Dunlop needs a Continuation of Operations Plan (COOP) in case of disaster (flooding, etc).
- **Meeting Minutes** – Minutes of the October meeting will be amended as discussed. Carol moved to accept the amended minutes; Suzanne seconded. Unanimously approved.
 - Minutes of the January 10, 2017 meeting were reviewed. Suzanne moved to accept the minutes; Carol seconded. Approved 5-0. (Maria was not on the Board at the time and abstained.)
- **Director’s Report** – See attached spread sheet for October.
- **Old business** - Assistant Director (to replace Irene) - the position was posted internally and there were two applicants and both have been interviewed. There is an applicant from Town Hall who is to be interviewed
- **New business** - Shirley Pace has been a volunteer at the Library for at least 25 years. Diane suggested she be recognized with ‘Emerita’ status with benefits such as: no fines on overdue items, the newsletter for life, a certificate, etc.
 - Security System - discussion followed as to what we need for the Library. Probably TV monitoring is all we need. Price estimates will be needed. Are there privacy issues needing to be considered? Possibly we can piggy-back onto the system that Town Hall is considering for installation.
 - Budget - a budget for FY2019 will need to be submitted next month. We may need to request more funds for FY2019.
- **Adjournment** - The meeting was adjourned at 8:00.
 - Move to adjourn by Tammy; seconded by Tracy. Unanimously approved.

The next Trustee meeting will be Dec 12, 2017.