

Southwick Public Library Board of Trustees Meeting Minutes October 12, 2021 7:00pm

Presenter: Michael McMahon (Chair), Maria Gallo, Cynthia Warner, Tracy Meczywor, Tammy Ciak-Bissaillon, and Lynn Blair (Library Director).

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:02pm.

Public Comments: No public comments.

Communications:

- Lynn presented copies of the survey responses for the LSTA grant. The grant began October 1. The survey asked residents what types of programs and resources that they would like to see and what resources the library already provided that they weren't aware of. Lynn also asked if they'd like to be added to an email list. Lynn received 11 responses.
- Lynn also sent out a survey to local businesses in Southwick. Only 1 response was received. The survey asked if any businesses were interested in collaborating with the library among other questions.
- The library is signed up for the 250th parade. Tracy and her husband will walk with library staff, as well as Cynthia. Lynn thanks Tracy for donating items to hand out to kids.

Meeting Minutes:

- Lynn presented the meeting minutes from the special September meeting. Tracy makes a motion to accept, unanimously accepted.
- The Board did not have the September 2021 regular minutes to vote on. Those minutes will be voted on at the next meeting.

Director's Report:

- Lynn presents the statistics for September. The numbers are bouncing back up. The library is getting many Agawam patrons visiting while their library is closed. September welcomed 17 new patrons- there has been an increase in new patron card registrations. Curbside has gone down because patrons are able to enter the building.

Old Business:

- The funds for the LSTA grant have been received. Lynn is scheduling events. In November there will be an event on LinkedIn and in December there will be a presentation on Networking. Heather (Paparella) and Lynn are working on something for the teens for mentorship. Tammy asks if it is possible to record Zoom programs. Lynn responds that it is possible as long as the presenter is okay with that. Lynn and Tammy will touch base about programs that they can collaborate on. Tammy suggests a program on getting your first job. Tracy suggests balancing a checkbook. Lynn will start working

on ordering the barriers for the small study spaces and begin ordering new materials for the business collection.

- Climate Week was the week of September 24th. One of the most attended events was our hawk watch. The library partnered with other local organizations and libraries in MA and CT. The Hawk Watch got 25 people. It was the first time the library held such an off-site event. The Western MA Hilltown Hikers presented a program the week before. It was the first big program in person since the pandemic and was a success.

New Business:

- The Children's Librarian position has been posted again. Rylee (Seaver) had to resign because the hours no longer fit her schedule. Rylee and Molly had been a great team in the children's room. The position has been posted almost two and a half weeks.
- Lynn brings up the evening staffing levels. Three staff are scheduled for the evening. Minimum Staffing Policy states there needs to be two staff present to open the doors, however, three should be present to handle the workload. The library has been getting busier especially during evening programs. Whenever the library is down an evening staffing member, the responsibility falls on the Director and other staff to cover. When no one can cover or there is a sick call, Lynn has to stay to cover. Lynn suggests another staff person in the evening. Michael asks if this would be in addition to Rylee's replacement. Lynn says yes. Another staff member will allow more balance. Other staff has been great about helping to cover. Tammy suggests volunteers are potential option. Lynn states that the library has no volunteers that do circulation and that the issue is that volunteers are not obligated to come in like a regular employee. Lynn needs someone to rely on like an employee. Michael suggests thinking about it for budget season.
- John Short is the library's new circulation staff member. John has been getting along well.
- Lynn provided a copy of the Action Plan to update the Strategic Plan. Much of what was added was for the LSTA grant and for the children's room. Mike asks which fiscal year the plan is for. It is for fiscal years 2022 and 2023. Lynn will submit to the MBLC for approval.
- Lynn is going to be working with Heather Dunfee, the Assistant Director, to create a new resident packet.
- Lynn has also reached out to the police department for emergency training for staff. Chief Landis will be putting her in touch with the School Officer. Lynn hopes to get training and a plan in place.
- Lynn presents a new policy- the Borrower's Policy. The increase of Agawam patrons and patrons from other towns has increased the need to clarify what patrons need to borrow items, register for a card, renew cards, etc. Maria makes a motion to accept the policy, Tammy seconds, unanimously approved.
- Molly Encarnacion the new Coordinator of Children's Services has been redecorating the children's room. Molly is proposing a mural for the children's room in the new empty wall space. Molly would like to find a local artist to come up with a proposal to present to the Board for final approval. Maria suggests checking with Pat McMahon about local artists. The trustees are in approval.

Adjournment: Tammy makes a motion to adjourn, seconded by Maria. Unanimously approved. The next meeting will be held November 9, 2021 at 7:00pm.