

Southwick Public Library Board of Trustees Meeting Minutes
July 13, 2021 7:00pm

Present: Michael McMahon (Chair), Tracy Meczywor, Maria Gallo, Carol Geryk, Tammy Ciak-Bissailon, Jennifer Belden, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees called to order at 7:03pm.

Public Comments: No public comments.

Communications:

- Lynn reported we are moving many programs back to in person. Some were scheduled virtually already.
- Virtual programs have been well attended. One had almost 70 attendees.
- Regular programs are returning to in-person.
- Lynn has worked with the Board of Health about the return of the cookbook club. A waiver has been drafted for participants to sign.
- Opening Day for Summer Reading was a success with record attendance. 50 people signed up that day for summer reading.
- Since the beginning of July 72 packets of seeds from the seed library have been loaned.
- Some programs work better in a virtual format, so some programs will still be kept virtual. The Friends have funded the library's Zoom subscription for another year.
- The library has received the Sarah Gillett Services for the Elderly, Inc. grant to purchase DVDs of interest to seniors.
- The library received the LSTA Pathways to Success Grant for \$7,500. The grant will provide programs for job seeking, career skills, etc. The grant cycle begins October 2021. A part of the grant will fund barriers to create potentially two study spaces/meeting spaces in the corner of the library. The grant will include the barriers, programs, and a new database, Brainfuse.
- Michael took a moment to introduce Jennifer Belden, the newest Board member. The Board goes around and introduces themselves.

Meeting Minutes:

- Minutes for April 2021 and May 2021 were approved with amendments. Motion to approve was made by Tracy, seconded by Carol. For June 2021, a memo stating the meeting had been cancelled due to changing COVID-19 meeting restrictions was included.
- Michael took a moment to ask for a volunteer to take minutes. Maria will no longer be doing minutes.
- Lynn said we needed someone new to sign off on bills as Carol is leaving. Tammy offered to step up to sign bills with Maria as a backup. Carol will effectively be done at the end of July.
- Jennifer agreed to volunteer to do the minutes going forward.

Director's Report:

- See attached spreadsheets for April, May, and June's statistics. June 2021 had 27 new card sign ups!

Old Business: No old business.

New Business:

- Covid-19 response: open, no appointments required, masks are not required for those who are vaccinated. Items are not quarantined. Lynn still remains in touch with the Board of Health.
- Voices Rising Together's Climate and Environmental Justice Group- a group of local residents recruiting libraries, planning events for Climate Awareness Week in late September. The library is on board. The kickoff event will be in Westfield. Southwick will try to do 1-2 events that week. The group is in the beginning stages of planning. The national group (Climate CREW) has a program that recruits organizations to be a Climate Resilience Hub. There are varying levels for participation, Southwick can potentially join as a level one- display their literature, put up decal, and host 1 educational event per year. Lynn puts it forward that if the trustees are interested, she can pursue the Southwick Library joining as a Climate Resilience Hub. There is no cost to the library/town other than hiring a presenter for an event. Tammy makes a motion to support the library joining as a level 1 in the Climate Resilience Hub Program. Tracy seconds. The board votes unanimously to become a member.
- The annual survey is normally done in April, but was not done this year. Lynn proposes waiting until next year when things are more back to normal.
- Lynn proposes a staff development day in August: having the library close for a day and having a whole staff meeting. Lynn will make sure to advertise enough in advance so the public is aware. The board is in approval of this idea. Tammy proposes some time of staff appreciation. Tammy asks if the trustees account has funds for this. Michael makes a motion to approve \$200-\$250 for staff appreciation. Mike makes a motion, Carol so moved. All approve.
- The Coordinator of Children's Services position has been filled by Molly Encarnacion. Molly has jumped right in and has great ideas.
- The Children's Librarian, Rylee Seaver, will be starting July 14. The children's department is now fully staffed!
- Kelechi Ezeugwu will be working as our summer page until the beginning of August. Kelechi has been great and a fast learner.
- Lynn redid the Resource Reaction Form for the trustees to review. Lynn only added a line that states that the issue can be brought to the trustees if needed. Jennifer makes a suggestion to add a line for materials comments, as well as including a place for someone to put their library barcode number and email. Tracy makes a motion to approve as amended. Carol seconds. The board unanimously approves.

- Lynn ends with a reminder to everyone to complete the Conflict of Interest training, fill out the Open Meeting Law and Social Media Policy forms. Lynn sent everyone a digital copy.
- The next meeting will be September 14 of 7:00pm in person.

Adjournment: move to adjourn made by Tammy, seconded by Tracy. All approved.