

## SOUTHWICK PUBLIC LIBRARY BOARD OF TRUSTEES

### MEETING MINUTES

MARCH 8, 2022

Present: Michael McMahon (Chair), Tammy Clark-Bissaillon, Cindi Warner, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:05 pm. Since the trustees in attendance did not reach a quorum (one half the membership + one) we were unable to vote at this meeting.

**Public Comments:** No public comments

#### **Meeting Minutes:**

- March Programs – it will be a busy month for the library!
  - Police Department Story Time was today, March 8th. Program was well received and the kids loved being able to sit in the police car.
  - LSTA Programs including “Tips for Job Seekers” and “Dealing with Ageism” have strong interest.
  - Greater Westfield Chamber of Commerce “After 5” night is March 9<sup>th</sup> and is being hosted at Southwick Public Library.
  - We’ve had new additions to the Seed Library and issued 20 packets this week.
  - New additions to the “Library of Things” include a power washer and a metal detector. Lynn is looking to be trained on using these items so that she can guide anyone who wishes to borrow them. She is also hoping to put together a metal detecting program, but has not reached Jeremiah yet.
  - The library staff attended a cyber security training session and received tips and recommendations on how to make sure they are safely using technology.
  - David Sutton, of Southwick’s Buildings and Grounds reviewed the site location of the Southwick Public Library and determined that our plot is actually larger than we expected. He is going to begin to take down additional trees so that we can expand our space on the side of the library for use.
  - The Southwick Library will be featured in a professional development book for librarians. An abstract was written about the Climate Week program that the Southwick Public library did last September and we have been asked to expand it to a chapter for other libraries to use as a reference for similar programs.
  - Without a quorum this month, we are unable to approve minutes from previous months, so January, February and March minutes will need to be approved at the April Meeting. Cindi took meeting minutes from the March meeting and will get them to Lynn so that they can be approved at the next meeting.

- New Business
  - February Statistics – Lynn reviewed that circulation was at 4,652 items in February which is very busy for a short month in winter. We signed 16 new card holders and have surpassed circulation for 2021 already. Lynn also provided the numbers for daytime versus evening library usage.
  - LSTA Grant
    - Tables have arrived, and chairs will be in before the end of the month so we should be ready in April for the new study/meeting space.
    - With remaining funds, Lynn plans to buy whiteboards for the space. People using the room will be reminded to take care not to write on the wall, and to use the appropriate markers on the whiteboards.
  - HVAC Charges
    - The current quote is \$364.79 per month for charges for the new system for the library. The town is currently looking at other options to see if they can get the costs of the system down.
    - The fee would cover the costs of monitoring and will cover a static IP address for the system.
    - Since the town is looking at other options, we aren't going to worry about the fee until we hear all the quotes.
  - Annual Survey – April 2022
    - A draft of the survey was provided to the Trustees for review. There is 8 questions to be completed by people in town to understand their usage for the library.
    - Lynn is also looking to understand people's future needs to begin planning for any expected changes in town.
    - The survey will be available at the library, on-line, and copies will be at the Town Clerk's office in Town Hall from April 1-30, 2022.
  - Welcome Packets for New Residents
    - Lynn and Heather Dunfee are working on new welcome packets for new residents. A post card will be going out to new residents inviting them to the library to pick up a welcome packet and sign up for a library card. 100 postcards have been printed by Southwoods.
    - Packets will include:
      - Information about the library including rules/regulations
      - Pamphlets on the Library of Things, Job Search capabilities, Children's and Young Adult services, EDC Guide to Southwick, and the Eating & Drinking Guide to Southwick. The packets will include non-dated materials so that they don't have to keep being remade.

- Hoopla Digital Services
  - The library current offers Hoopla services/content (for the past 2 years). The service is similar to Overdrive and Libby.
  - Where Libby is more books and literary materials, Hoopla has a more pop-culture offering including movies, TV shows and music.
  - Within the past couple of weeks, area libraries have been expressing concern over the content on Hoopla after anti-Semitic materials began appearing as available in their catalog.
  - Hoopla explained that some of their on-line content is automated and added to their collection without editing and review. They said that they were in the process of instituting oversight and advanced quality control.
  - While no-one wants to censor content, no one wants inappropriate content to appear endorsed by the library. Lynn will continue to monitor the situation and see how other libraries in the state plan to address these issues to best determine how to proceed going forward. Lynn will report back to the board any additional findings.
- Budgetary Hearing
  - The budgetary hearing is set for this Saturday, March 19<sup>th</sup> at Southwick Town Hall.
  - Mike mentioned that State revenue is higher than projected so budgets should be approved without issue.

**Adjournment:** Meeting ended at 7:41 pm

Next Meeting will be on Tuesday, April 12, 2022.