

Southwick Public Library Board of Trustees Meeting Minutes March 10, 2020

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissaillon, Suzanne Davis, Carol Geryk, Tracy Meczywor, Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on March 10, 2020 in the Community Room.

Motion made to change the order of the agenda, made by Suzanne; seconded by Carol Geryk. Unanimously approved. Discussion followed concerning sick leave for part time workers during the COVID-19 pandemic. It is also being discussed by the Select Board at their meeting tonight. A motion then was made to request the Select Board to consider offering sick leave to all Library staff for the duration of the pandemic. Motion was made by Suzanne; seconded by Carol. Unanimously approved.

Public Comment – no public comments

Communications - Lynn reported that the visit to the American Inn for 'Books on the Go' went very well and was well received.

- The 'Books on the Go' program was written up in the March edition of the Council on Aging newsletter.
- The Southwick Library is now a member of the Greater Westfield Chamber of Commerce and a mailer was sent out giving information on the Library, such as meeting space for local businesses, etc.
- Lynn said that someone from the police will be training our staff on the the use of Narcan (a couple of syringes will be onsite). There will also be staff training on CPR, AED use, and lockdowns. There are 'Go-Bags' in every room now in case of emergency.
- Lynn said there is interest in setting up a 'seed library'. She is looking into it, and will attend a meeting in Amherst at UMass.
- Lynn said there is interest in Climate Resilience Clubs being formed at some libraries with education events on climate change.
- There is an MLB conference scheduled in May. Lynn will attend if it is held.
- It is not necessary for Lynn to attend regularly scheduled evening programs such as sit-and-stitch, color-chat-and-cookies, etc which can run themselves.
- Lynn stated that summer programs are in development mode.
- Concerning the coronavirus epidemic - the Library may have to close, especially is there is a staffing shortage. Lynn has put out a letter to the staff concerning the coronavirus situation (see attached). They are not yet wiping down all books, etc coming from CWMARS and outside the Library.

Meeting Minutes – Minutes of the Feb 11, 2020 meeting were read and unanimously approved as amended. Motion to approve was made by Carol; seconded by Suzanne.

Director's Report – See attached spread sheets for February statistics.

Old Business - Children's Librarian position - applications are being accepted through tomorrow, and there may be a couple of interviews next week.

- Comcast difficulties - CWMARS came and assessed our needs. They were able to increase our internet speed from 5x5 to 10x10. Their fee of \$1200.00 (for required device) is included in our annual bill. Maybe we can use gift account money for this. We already have CWMARS WiFi.
- Finance Committee Meeting went well. Our budget was approved. We requested \$1000.00 for an outside electronic sign, but the committee thinks that is too little. Lynn will check out having the sign made by prisoners, and what the cost would be.

New business - The Southwick Public Library Annual Survey has been updated. See attached. There was a lot of discussion, and a motion was made to accept it as amended. Motion made by Suzanne; seconded by Tracy. Unanimously approved. Lynn will make the necessary corrections.

- HotSpot use policy change - now limited to 1 checkout per address every 4 weeks.
- Management Structure - First Lynn, then Heather, then who is in charge evenings and Saturdays? Paul is suggested because he is here most evenings and Saturdays. Lynn will talk with him about this.
- Goals and Objectives - see attached. All typos are to be corrected and then sent on to Karl.
- The May Trustees meeting will be May 5, 2020 at 7PM. The Southwick Town Election is scheduled for May 12, 2020

Adjournment - The meeting was adjourned at 7:55 PM.
Move to adjourn by Suzanne; seconded by Tracy. Unanimously approved.

The next Trustees' meeting will be Tuesday, April 14, 2020.