

**Southwick Public Library Board of Trustees Meeting Minutes  
May 5, 2020**

The April meeting was cancelled due to the COVID-19 pandemic. This is a ZOOM meeting.

Present: Michael McMahon (Chair), Maria Gallo, Tammy Ciak-Bissaillon, Suzanne Davis, 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 May 5, 2020 by Michael via Zoom.

**Public Comment** – no public comments

**Communications** - Lynn, Heather, and Heather are working remotely posting activities, resource guides, Senior Center information, and Community information

- Lynn and Paul have helped deliver meals for the Senior Center
- The staff is helping and doing whatever is needed in the community.
- All staff are being compensated as if they are working regular hours.
- Lynn and the staff are trying to plan ahead without knowing what the future holds

**Meeting Minutes** – Minutes of the March 10, 2020 meeting were approved as submitted. Motion to approve was made by Suzanne; seconded by Tammy.

**Director's Report** – See attached spread sheets for March statistics. April 2020 circulation was way down due to closure for COVID-19 pandemic. The positive numbers are due to books taken to the American Inn for its residents.

**Old Business** - Due to COVID-19 shut down, there is a hiring freeze in place. There will be no Children's Librarian for a while. There are several good candidates 'waiting in the wings' who are interested in the position.

- Annual Survey is on hold until after the Library reopens.

**New business** - Reopening - Lynn is working with Tammy (Southwick Board of Health) about a 'soft' opening. What will need to be done first, and what steps to follow.

Will need to clean all incoming items

a. open book drop first.

b. curbside pickup

c. how long to hold back returned items before cleaning and reshelving?

When reopened to the public - how many patrons to be allowed in at one time?

masks needed? how to socially distance? need to distance public computers,

public printers? need for plexiglass shields for check out and reference areas?

Lots of discussion ensued, but ultimately, it all will be up to the Board of Health and the state of MA.

- State Aid Changes

There is a spending freeze, and all deliveries had to be stopped.

There are waivers in place for many state requirements due to the pandemic.

The town has not cut any funds, etc.

- Summer Reading and Programming

All depend on the COVID-19 situation. Programs may be done digitally/virtually.

- Summer Page

With the hiring and spending freezes in place, the position is not likely to be filled.

- Management Structure and Minimum Staffing

Need a plan in case Lynn is sick, then Heather (asst.director) is sick, then who?

Possibly Heather (YA librarian) would be next in line. These 3 people are the only full-time employees.

**Adjournment** - The meeting was adjourned at 7:40 PM. Move to adjourn by Tammy; seconded by Tracy.  
Unanimously approved.

The next Trustees' meeting will be Tuesday June 2, 2020. Most likely by Zoom.