

SOUTHWICK PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

OCTOBER 11, 2022

Present: Michael McMahon (Chair), Tracy Merczywor, Jennifer Belden, Tammy Ciak-Bissaillon, and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:01 P.M.

**Public Comments:** No public in attendance or comments

**September Minutes:** Tabled until November meeting

**Meeting Minutes:**

- September statistics: Circulation continues with upward trend
- Strategic Plan in September went well – Survey is live and will be pushed at town elections; flyers out all over town; press release has been sent to the Westfield News – in November we will discuss results (participation has been strong so far).

**Old Business:**

- Emergency planning & training – no new updates at this time; we will check again in November
- Gas reimbursement for trips to Agawam to discard old books – waiting to hear from Town Hall
- Animals/Pets in the Library policy – have not heard back from town re: their policy yet

**New Business:**

- ARIS & Financial reports have been submitted
- Holiday Closings calendar – December 24-26, 2022 closed for Christmas; additionally either 12/23 or 12/27 will be off based on a unionized staff vote; make-up hours for part-time staff will be spread out over the week
- The quote to upgrade the phone will be tabled until after the municipal budget planning time (January/February); currently looking at needing a couple thousand to make this happen; we will need to decide what budget line this would be included on – either the Capital line or the Utility line
- Request to increase staff budget to include 1 part-time or full-time staff person to help with circulation management

**Next Meeting** is scheduled for December 13, 2022 (November meeting was scheduled for Election Day & rescheduling is difficult – will reconsider this decision if something comes up)

Meeting adjourned after a motion to adjourn by Tammy Ciak-Bissaillon