

Trustees of the Southwick Public Library
Meeting Minutes
December 13, 2022

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 pm.

Roll Call: Michael McMahon, Tracy Meczywor, Tammy Clark-Bissaillon, Jennifer Belden, Cindi Warner and Lynn Blair

Public Comments: Burt Hanson of the Southwick Agricultural Commission attended to discuss:

- Agricultural Commission is having a "Farmer's Forum"
- Meeting will be held on January 11, 2023 from 6:00-7:30 pm at the Southwick Public Library.
- Snacks and beverages will be provided courtesy of Blossoming Acres.
- Purpose of the meeting is to understand how the Agricultural Commission can better serve the farmers in the community.
- Agricultural Commission wants to be more proactive in serving the farming community's needs.
- Commission has a new brochure that highlights 12 farms in town, and provides information on how Southwick is a "right to farm" community. These are being provided to attorneys and realtors in the area.
- Commission is considering an "Open Farm Day" similar to what they have currently in Granby, CT or another event to promote our community farmers. Hardest to do is plan a weekend when farmers have time. Considering time other than May or September/October. Possibly a weekend even in late August when they would have produce to show.
- Commission wants to be a resource for grants, information, and to serve as a liaison with Town Hall for the farmers in Southwick.
- On January 25th, Connie from Yellow Stonehouse CSA in Westfield will be presenting a program at the library at 6:30 pm.
- Farmers for the purpose of the commission are "commercial farmers".
- Looking to partner with the library on Agricultural Information, possibly on grants that are available. Lynn will consider offering a program for Grant Writing at the library if that would help.

Acceptance of Minutes: Minutes for September were provided to the Trustees and read. Jen called for a vote to approve the minutes as written, Tammy seconded the motion. Unanimously accepted by the group.

Director's Report:

- Circulation for the library is strong. Lynn provided the numbers for October and November. Each month has over 4,000 circulations per month, and good numbers of new cards were issued. Library use usually slows down over the holidays.
- Digital use for July-November was strong with checkouts at 2,746 during that time. Lynn will be offering a session on digital library availability for people interested. Usually people get new technology devices for gifts and know what is available digitally from the library would be helpful.
- Lynn is currently working on a Marketing Plan for the new year. This was an item recognized by the Strategic Planning Committee as needed. Lynn is trying to base marketing efforts on a certain section of the library each month to remain focused and not get overwhelmed.

- Recently participated in a Pop Up Library at Southwick Village which was a success and got good press for the library.
- Computer Replacement Schedule – library got 4 new computers as replacements for old units with State Aid Funds from Wally Computer. Lynn is awaiting set up by IT from Town Hall.

New Business:

1. Strategic Plan – Lynn has a draft document that the group is working on.
 - . Lynn will be sending out a poll for the group to meet again in late January/early February to review the draft.
 - . Mission Statement needs an update and Lynn will review this with the Strategic Planning Team and review it with the Trustees for approval.
 - . Survey Results – we have gotten quite a few responses. These were even handed out by volunteers at the Town election. We even got responses from people who presently do not have a library card or use the library.
2. Youth and Young Adult Librarian has given notice and will be leaving on January 3rd. Lynn has posted the position internally for 2 weeks to see if there is interest. If none by December 16th she will look externally. This is one of four full time positions at the library so it needs to be filled quickly. Lynn is confident that the pay is competitive and that the position is strong to bring in candidates through Simmons and MBLC.
3. Library Links – previously this was only offered to “Friends of the Library” but Lynn has added this to the Card Registration so that everyone can get access if they want it. Tammy brought a motion to approve the new Card Registration form with this added, Tracy seconded the motion. Unanimous approval by all Trustees.
4. 2023 Action Plan – this was submitted to the town in December. This will get us through July for plans until the new Strategic Plan is finalized and goes into effect in July.
5. CORI checks for presenters to the library. There was an issue at another Mass Library where a presenter was found to have a ‘questionable issue’ in their personal life and the issue was raised about having presenters get CORI checks prior to presenting at the library. Concern is that this will overburden the town, and cause delays and cancellations of program unnecessarily. Trustees agreed that this would be unnecessary so long as all children’s programs were supervised by someone from the library staff and that staff would be given authority to stop a program if there were any issues of concern.
6. Copier – current staff copier is 10 years old and can no longer be supported by a maintenance agreement. Purchase of a new copier would run \$5,800, while a lease agreement would cost \$132 per month for 60 months based on current State pricing. Lynn will utilize State Aid Funds to purchase a copier.

7. State Aid was awarded this month in the amount of \$11,869.06. We should be receiving this at any time. This is the largest award of State Aid in many years. We should get a second check in the Spring (March).
8. Fiscal Year 2023 Budget Process:
 - . Staffing – Lynn has been working with the Town and the Union President to draft a job description for approval of a Borrower Services Librarian position. This would move one of the current circulation positions to this new role. Position would be for 29.5 hours per week and will bridge shifts to allow for a smoother transition during shift changes. Lynn has a current staff member interested in the position and will put this as part of the budget proposal for 2023. Lynn will have a preliminary budget proposal for the Trustees for the January meeting for review.

Tracy made a motion to adjourn the meeting at 7:44. This was seconded by Tammy. Unanimously approved by the Trustees.