

**Trustees of the Southwick Public Library**  
**June 13, 2023**  
**Meeting Minutes**

Called to Order 7:04pm.

Present: Cynthia Warner, Jennifer Belden, Tammy Ciak-Bissaillon, and Lynn Blair (Library Director).

There is no quorum for the meeting- no items will be voted upon.

**Public Comments-** no public comments.

**Acceptance of Minutes-** no quorum, May minutes will be tabled until the next meeting.

**Director's Report-** Lynn presents the May 2023 statistics. Circulations were still above 4,000, 26 new cards, the door count was up. Jenn asks about the negative in the gift account. Lynn explains the negative was from the comparison to this FY to the last, so last year we received more donations/fines, etc. in May compared to this year.

**Communications-** Lynn reports the new library email software is going well- great features. Currently, there are almost 400 subscribers and steadily growing. The new outside sign is almost complete. Lynn reports new Library of Things items have been added. Staff is finishing up the summer reading program preparations.

**Old Business:**

- **Book Drops-** Cindi has no updates on the book drop project.
- **Summer Page Position-** Lynn reports she finished interviews for the Summer Page position and is hoping to present a candidate to the selectboard in the next few days.

**New Business:**

- **Marketing Plan-** Lynn sent the group a copy to review. It will be a working document for Lynn and the staff.
- **Community Room Application Update-** tabled until the next meeting.
- **Library Emergency Plan-** Staff will have training on Wednesday, June 21. Afterwards, Lynn will hold a brief staff meeting.
- **Lost Child Policy (Remove)-** tabled until the next meeting.
- **Trustees Bylaws- Updates-** tabled until the next meeting.
- **Election of Officers-** tabled until the next meeting.

At the last meeting, the Board said they wouldn't meet in July or August if there wasn't anything urgent, however, since no votes could be had at this meeting, the Board will need to meet in July to handle business. July's meeting will be July 11, 2023 at 7pm.

Cindi makes a motion to adjourn, Tammy seconds. Meeting adjourned at 7:15pm.