

**Southwick Public Library Board of Trustees**  
**Meeting Minutes**  
**January 9, 2024**

**Roll Call:** Michael McMahon, Cynthia Warner, Tammy Ciak-Bissaillon, Jennifer Belden, Tracy Meczywor, and Lynn Blair. Absent: Maria Gallo

**Public Comments:** No public comments.

**Communications:** Lynn reports the legislative breakfast season is coming up. The closest one to us will be at the Agawam Public Library on February 16 at 8:30am. EventKeeper is working well for registrations. Lots of events planned for the upcoming year including a grant writing workshop and partnering with the Agricultural Commission to offer a succession planning workshop. We are hosting a program on memory loss in March.

**Acceptance of Minutes:** Lynn sent out the November and December minutes. The only change noted was to add in the November minutes that we decided to keep the Greater Westfield Chamber of Commerce membership for another year. Tracy makes a motion to approve the minutes for November and December, Tammy seconds. All approve.

**Director's Report:** Lynn presents the December statistics and recaps the month.

**Old Business:** Lynn has still had no interest in the Gallery Volunteer role. Lynn explains what the role entails. Cindi offers to take on the role until we can find someone to assist. Cindi also has someone she can ask who might be interested in the role. Lynn has ordered new chairs for the reading nook and new shelving will be arriving in February.

**New Business:** Lynn asks about the March trustees meeting as she will not be available. Tammy is okay with us with skipping the meeting. Tracy agrees, unless something comes up and we can change the date. Lynn discusses revamping the outdoor space and potential ideas- new picnic tables, permanent installations. Lynn is considering applying for CPC funds. Jenn recommends reaching out to the Scout troops. Tammy suggests the National Honors' Society Students. Lynn moves the discussion to the budget and presents the budget proposal for FY 2025. Lynn points out the Info Materials line and the state aid requirements for spending 19% of the town appropriated budget on Info Materials. The 19% is based on the entire budget, including salaries, which we aren't sure of yet. Michael asks about the fuel line. Last FY, we did have to move funds over from our electricity to fuel line. There was enough in the electricity line to cover, Michael sees no need to change the fuel line. The Assistant Director salary and the potential Borrower Services Librarian are discussed as well as the capital request for a new phone system. The board voted on the budget as is knowing that a few items may change based on incoming numbers. Tracy makes a motion to accept the budget with minor adjustments that need to be made. Cindi seconds. Tammy, Michael, Cindi, and Tracy approve. Jenn left the meeting prior and did not vote.

Next meeting February 13, 2024 at 7:00pm.

Tammy makes a motion to adjourn, Cindi seconds, all approve.