

**Southwick Public Library Board of Trustees Meeting Minutes  
September 8, 2020**

Present: Michael McMahon (Chair), Maria Gallo, Suzanne Davis, Tracy Meczywor, Carol Geryk and Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on Sept 8, 2020 by Michael via ZOOM.

**Public Comment** – no public comments

**Communications** - Lynn stated that the summer reading program was well attended (on-line) by kids, teens and adults. Kudos to Young Adult Librarian Heather.

- September programming will be slow, but many more activities are planned for October.
- Book Boxes - a new program will be starting soon - boxes with a few books of patron's interest and some small gifts.
- Coloring and Cookbook clubs are meeting monthly on-line via Zoom
- Wowbrary - another new program with improved Library links. Interested patrons will be emailed each week with new listings. Patrons can sign up through the e-mail notification.
- The Senior Center will receive notification of the Books-on-the-Go program.
- Various town events will also be shared on-line.
- Hoopla program is going well with lots of patrons using it.
- The Friends picnic table has arrived, and is now on the side of the building.

**Meeting Minutes** – Minutes of the July 14, 2020 meeting were approved as submitted. Motion to approve was made by Suzanne; seconded by Tracy.

**Director's Report** – See attached spread sheets for July and August statistics. The updated sheets indicate the Inter-library loans (in and out). Circulation numbers are down due to closure for COVID-19 pandemic.

- Incoming items are quarantined for 1-2 days before being returned to the shelves.
- Lynn stated that circulation staff are doing an 'awesome' job.
- Saturday hours will start this coming weekend.

**Old Business** - Appointments to enter the Library or use the computers have not changed much since the reopening.

- School opens next week on Sept.15. Discussion followed on how much space to reserve for students. Decided to reserve 1/2 the slots for students (appointments and computer slots to begin with), see how that works out, and change it if needed. Tracy will check in with the home-schooling 'chief'.
- 2021 budget will be affected by Covid-19.

**New business** - Review of the Welcome Handout - accepted unanimously.

- Annual Survey was done on-line only. There were 49 responses, mostly positive.
- Discussion of the CWMars statement on going fine-free to eliminate any discrimination in library usage. We received almost \$2300.00 in overdue fines in 2019. There are now no fines due to Covid-19. How to make up for lost revenue? Can the Friends group help? Lynn will investigate this issue further.
- ARIS and State Aid Reports - the Assistant Director is working on these now. They are due a little later than normal due to the pandemic.

**Adjournment** - The meeting was adjourned at 7:45 PM.  
Move to adjourn by Suzanne; seconded by Carol.  
Unanimously approved.

The next Trustees' meeting will be Tuesday September 8, 2020. Most likely by Zoom.