

**Southwick Public Library Board of Trustees Meeting Minutes  
October 13, 2020**

Present: Michael McMahon (Chair), Maria Gallo, Suzanne Davis, Tammy Ciak-Bissaillon and  
Lynn Blair (Library Director)

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on Oct. 13, 2020 by Michael via ZOOM.

**Public Comment** – no public comments

**Communications** - Lynn stated that October is and will be very busy with programming activities:

- Book Boxes were a hit - thanks to the Young Adult Librarian (Heather).  
They will have to be limited to 10 boxes/age group/month.
- ‘Grab and Go’ craft projects are a hit also.
- Lynn will be holding a staff meeting Oct. 21 via Zoom.
- Lynn was in contact with Anna from the MA Library system who is working to develop a marketing plan for our Library to engage better with the community.
- Lynn stated that the staff is revamping the Library web site. Young Adult and Children’s sections will have their own pages which they can edit themselves.
- The painting that was hanging in the Library has been returned to the owner.
- Lynn has received an invoice to renew the Library’s membership in the Westfield Chamber of Commerce. She will continue membership for one more year.

**Meeting Minutes** – Minutes of the Sept. 8, 2020 meeting were approved as submitted. Motion to approve was made by Tammy; seconded by Michael. Vote was 3 for, and 1 abstention (Suzanne).

**Director’s Report** – See attached spread sheets for September statistics. ‘Numbers’ in general are up.

**Old Business** - Appointments to enter the Library or use the computers have not changed much since the reopening. Ten appts/hour for browsing, and four appts/hr to use computers. These numbers will continue since they seem to be working out.

- There is not much need for student computer use since they were given Chromebooks by the schools.
- 2021 Budget - now in the second quarter. Mandatory needs are being met. There is still no hiring of a Children’s Librarian.

**New business** - Going fine-free is becoming the ‘new thing’. Lynn supports this as it will aid in interactions between staff and patrons. Libraries/Librarians will seem more accommodating to patrons. 46% of CWMars libraries are now fine-free. Discussion followed.

- Motion to go fine-free by November 15 was made by Maria; seconded by Suzanne. Unanimously approved. Lynn will develop a policy for this and present it to the Select Board for approval.
- ARIS and State Aid reports were finished by the Asst. Director on Friday, signed and sent out. Requirements were met.
- Volunteer brunch - NO brunch will be held this year due to COVID-19. Thoughts were solicited on what to do in place of this.
- Curbside services in winter - how to handle pickups, and determine the mechanics of this and other services.

**Adjournment** - The meeting was adjourned at 7:30 PM.

Move to adjourn by Tammy; seconded by Suzanne.  
Unanimously approved.

The next Trustees’ meeting will be Tuesday October 13, 2020 via Zoom.

