

**Southwick Public Library Board of Trustees Meeting Minutes  
November 10, 2020**

Present: Michael McMahon (Chair), Maria Gallo, Suzanne Davis, Tammy Ciak-Bissailon, Carol Geryk, Tracy Meczywor, 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 Nov 10, 2020 by Michael via ZOOM.

**Public Comment** – no public comments

**Communications** - Lynn stated that our Board of Health said we must block CT users from the Library ( on the high risk COVID-19 list).  
- Starting Monday there will be LIVE CHAT service 3 times a week (trying it out in case we have to close down again). Mondays-Lynn, Wednesday evenings-Paul, and Fridays-Heather.  
- The usual programs are continuing at the Library.  
- Lynn is working with the Cultural Council to move all funding and programs to spring. The Cultural Council has moved its application deadline for new grants to Dec. 14, 2020. The Library will submit applications for a few items (hard to know what will be happening at what time due to the virus).  
- Lynn has joined the Board of Western MA Library Advocates hoping to get some new ideas for library programs.  
- Lynn stated that the staff is keeping things going as usual - staying useful in the community, maintaining the facilities and keeping everything clean. They are expecting a 'crazy' winter.

**Meeting Minutes** – Minutes of the Oct. 13, 2020 meeting were unanimously approved as submitted. Motion to approve was made by Suzanne; seconded by Tammy.

**Director's Report** – See attached spread sheets for October statistics. Numbers in general are looking good considering the COVID-19 restrictions.

**Old Business** - The staff is following the Board of Health directives in our COVID-19 responses. They have been very helpful with Lynn's questions and concerns.  
- The custodian is doing a good job in maintaining the facility.

**New Business** - Plan to use funds from the gift account for gifts for the volunteers.  
- The fine-free policy was approved by the Trustees last month and also approved by the Select Board.  
- Policy Reviews - Lynn has updated the language in them, and there are no changes to the policies. Motion to accept the new language in these policies made by Suzanne; seconded by Michael. Unanimous acceptance.

**Adjournment** - The meeting was adjourned at 7:32 PM.  
Move to adjourn by Carol; seconded by Suzanne.  
Unanimously approved.

The next Trustees' meeting will be Tuesday December 8, 2020 via Zoom.

