

**Southwick Public Library Board of Trustees Meeting Minutes
February 9, 2021**

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

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:09 PM on Feb 9, 2021 by Tammy via ZOOM.

Public Comment – no public comments

Communications - Lynn said that the staff are planning the summer reading program, most all of it virtual..The theme will be ‘animals’. They also have related events in mind, such as an in-person “kick-off” on June 26 (rain date July 3) with balloon animals, a bubble machine, etc.

- The town report is finished. Lynn highlighted many events, activities, and staff accomplishments throughout the past year in her report.
- Grants - Sarah Gillette - Lynn is seeking funding for items for home-bound residents. Items such as new DVDs, new e-books, etc.
 - Shurtleff Children’s Services - Lynn is seeking funds for items like foreign language-learning software and equipment, and maybe someone to teach American Sign Language (ASL).
 - LSTA - the Pathways to Success - Lynn is still seeking partners for the grant. An initial draft is due in February, with final application due in April.
- Staff training - Lynn is trying to set up training sessions for the staff with the police department on how to respond in emergency situations in the Library. The Library also needs a written policy or procedural document on how to handle emergency situations.

Meeting Minutes – Minutes of the Jan 19, 2021 meeting were unanimously approved as submitted. Motion to approve was made by Suzanne; seconded by Tammy.

Director’s Report – See attached spread sheets for January 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. We are always below the capacity set by our Board of Health and the Governor. There were no new updates at this time.

- The custodian is doing a good job in maintaining the facility.
- LSTA grant - see Communications section

New Business - State Aid - \$9065.94 in state aid is due soon. A second payment is due in the Spring.

- The Library has been recertified for another year.
- COVID-19 response updates - the staff will give out the phone number and web site information for vaccination seekers. They are uncomfortable taking personal info over the phone. The staff is down two people and there is a shortage of personnel to do more.
- Seed Library - to start in April. It will have a variety of seed categories. It will be in fun and will be something new to do.

Adjournment - Move to adjourn by Carol; seconded by Tammy. Unanimously approved.

The next Trustee meeting will be March 9, 2021 via Zoom.

