

Southwick Public Library Board of Trustees Meeting Minutes
March 9, 2021

Present: Michael McMahon (Chair), Maria Gallo, 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 7:09 PM on Mar 9, 2021 by Michael via ZOOM.

Public Comment – no public comments

Communications - Lynn reported that the seed library will be up and going, hopefully, by April 1st. Some seeds have already been ordered.

- Lots of activities have been lined up for March for both adults and children.
- The legislative breakfast is scheduled for this Friday, Mar 12.
- There was a 'Zoom' incident involving the link for Zoom on Facebook. An 'inappropriate' incident occurred at another library. Lynn created a policy for staff to follow if it happens here.

Meeting Minutes – Minutes of the Feb 9, 2021 meeting were unanimously approved as submitted. Motion to approve was made by Carol; seconded by Tammy.

Director's Report – See attached spread sheets for February statistics. Since appointments are no longer needed, the numbers have gone up! There were 269 curb-side pickups.

Old Business - LSTA grant - Pathways to Success

Lynn is still working on the application, and the final is due in April.

New Business - COVID Response - appointments are no longer needed to use the library, and patrons are very happy about that. The staff are keeping tabs on the numbers to be sure we stay below 50% occupancy. Returned books and other materials are still being quarantined for one week. There are no in-person gatherings yet in the Community room - at least through the end of April. The same high levels of cleaning and maintenance are being continued.

- Dr. Seuss books - after much discussion a motion was made to leave the "offending" books on the shelves. If there are complaints from patrons, then the books can be put behind the circulation desk. The motion was made by Maria; seconded by Tracy, and was unanimously approved.
- New Policy reviews - Social Media Policy - add a phrase 'that under extenuating circumstances, the staff can access from home'.
 - Creation Station Policy is acceptable as written.Motion to accept both made by Tammy; seconded by Carol. Unanimously approved.
- Art Gallery - see attached photos - People are looking for quiet study places in the Library. Two separate areas could be set up. The computer area is not being well used since there is only a word-processing program on them. It might be better to switch the computer space and the art gallery areas to better utilize the spaces and section them off for personal work areas. It may be useful to have moveable barriers to alter the space size as needed. Lynn will explore this further (with maintenance, etc).

- Finance Committee Meeting was held on March 6. Lynn thought it went well. She was even questioned about the need for more staff! The Children's librarian position will be reconsidered in late Spring.

A short discussion was held on how to honor Suzanne Davis. Suzanne passed away earlier this month. It was noted that she served on the Library Board of Trustees for about 8 years. Since she was an avid gardener, it was suggested that the new Seed Library could be named for her.

Adjournment - move to adjourn made by Carol:seconded by Maria. Unanimously approved.
Meeting was adjourned at 7:50.

The next meeting will be April 13, 2021 at 7:00 pm via Zoom.