

**Southwick Public Library Board of Trustees Meeting Minutes  
December 10, 2019**

Present: Michael McMahon (Chair), Maria Gallo, 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 Dec 10, 2019 in the Community Room.

**Public Comment** – no public comments

**Communications** - Lynn reported that many baskets had been donated to the Friends' Basket Raffle, and that ticket sales were going well. Winning numbers will be drawn Dec. 14.

- Lynn reported that staff training is ongoing on the Commonwealth Catalog.
- Hoopla system - downloadable e-books, audiobooks, movies, music, etc, with no waiting and no hold involved. In January, Heather will start to train patrons in its use.
- Perkins Library for the Blind - we are now on the contract with them. They will provide an audio machine free of charge as needed.
- In March a local census rep will do information sessions here and help patrons with their census on line.

**Meeting Minutes** – Minutes of the Nov 12, 2019 meeting were read and unanimously approved as submitted. Motion to approve was made by Carol; seconded by Tracy.

**Director's Report** – See attached spread sheet for November statistics.

**Old Business** -

1. The Action Plan was accepted and approved by the Board of Library Commissioners.
2. The staff room is being cleared out, and 'stuff' moved to the basement for storage. Bob Johnson has located and installed a free dehumidifier for the basement.
3. Lynn spoke with Police Chief Bishop concerning unattended children in the library at closing time. The attached 'Use of the Library by Minors Policy' was accepted and unanimously approved.
4. Census 2020 - A census rep will offer to help patrons with computer usage for on line reporting.

**New business** -

1. The staff has requested a 'dress down day' on Saturdays. This was discussed and unanimously approved.
2. Library Gift Policy - We have a policy for patrons to donate items, but need to add to it. Need a form for the donor to sign that states that the item now belongs to the Library to handle as it determines. The donor has no further claim on the item. After discussion this was unanimously approved.
3. Hoopla - refer to Old Business. The fees can be applied to 'mandatory purchasing' (as required by the state) (an informational line item).
4. Margo is retiring at the end of February. Lynn feels that more structure is needed in the job description (to include duties and responsibilities that Margo already does). She feels that it necessary to change the position from part-time to full-time. More hours will result in an increased salary, and the improved job description will support this increase. (Paul has checked with the union, and there is no need to vote on the contract again.) Lynn will speak with Karl before going forward. After discussion, the attached Job Description for the 'Coordinator of Children's Services' was amended and unanimously approved.
5. Budget- FY2021. Lynn got it on Friday Dec 6, 2019. She will have it ready for us at our next meeting on January 14, 2020

**Adjournment** - The meeting was adjourned at 7:40 PM.  
Move to adjourn by Carol; seconded by Tracy. Unanimously approved.

The next Trustees' meeting will be Tuesday, January 14, 2020.

