

Southwick Public Library Board of Trustees
Meeting Minutes
Tuesday, September 11, 2007

Present: Carol Geryk, Anne Murray (Director), Debbie Randzio, Nancy Stenberg, Michael McMahon

Regrets: Karen Contois

The regular meeting of the Southwick Public Library Board of Trustees was called to order at 7:00 PM on September 11, 2007 in the Community Room by Nancy Stenberg.

A. Public Comment

No public comment.

B. Communications

- Thanks to Nancy Stenberg for Computer Classes (Excel, Word, and Microsoft) held during the summer. She was able to use the gifts of a projector and screen provided by the "Friends of the Southwick Public Library".
- Thanks to Michael McMahon for his assistance in working with Karl Stinehart, Town Administrator, to clarify the terms of the 3-year contract for the library staff. Salary increases were not included in their 7/1/2007 paychecks. The library staff will receive their 3% increases retroactive to 7/1/2007.
- The 3% salary increase brings the staff up to the bottom of the salary ranges of similar libraries with the same population as Southwick.
- Over the summer, the library was open on Thursdays from 5-8 PM. Overall it was slow, there were between 19 and 65 transactions each Thursday. It was tough to fill the time slot because of vacations. Possibly, the library could be open an extra night during the year, instead of an additional night during the summer.
- Catherine Chandler, Head of the School to work program at the high school, will recruit a high school student for an internship with the library, working 3 hours per week. The student will receive high school credit, and eventually could become a page (paid position).
- The Cherry sheet shows \$15,214.00 in state funds, an increase of 296.00 from last year.
- Anne will be on vacation from 9/27 through 10/12/2007. Irene will be in charge.
- Richard Clark (professional actor) will be presenting Shakespeare's Greatest Hits on 10/22nd/2007 in the library.
- Learning Express (an online testing resource) has been added to the library web site. A grant from Shurtleff Children's Services freed up the dollars to obtain this software. We need to publicize the availability of this resource. This could be done via a pamphlet, blurbs in the paper, library message on the front sign. Anne did put a notice in the Westfield Evening News. The library has bookmarks with the name of the web site stamped on them. Also, Diane Bazyk (high school librarian) needs to be notified.
- The library went wireless with 1 router. It was installed by Jim Middleton. Eventually, the library will have 2 routers.
- The new humidifier should have been delivered 9/11, the new date is 9/18. The \$14,000.00 cost will be covered by a FY2007 abayance.
- The library has a new Ricoh color copier. The copier will be coin operated, black and white or color copy with 2 prices. Anne was not sure how the printer is actually programmed to operate. The Town does not need the old copier and the library is looking for a group who needs a copier. The shelving unit will stay in the library.
- The Friends of the Library between 1/1 and 6/30/2007 raised \$2,157.00. \$2,000.00 will be matched the Mass Board of Library Commissioners. Anne will complete the form and send by 10/19.

C. Acceptance of Minutes.

A move to accept the minutes of June 12, 2007 was made by Nancy Stenberg. Carol Geryk seconded the motion. There is one amendment to section G (New Business). The Board also voted to open the library from 5-8 PM on Thursdays during the period of July 7, 2007 through September 1, 2007. The Board unanimously accepted the change.

D. Director's Report

June through August 2007 statistics (Report on file).

Month	Circulation		Reference Questions		New Patrons		Computer Use	
	2006	2007	2006	2007	2006	2007	2006	2007
June	7526/289 per day	6403/246 per day	304	302	94	66	336	317
July	8870/444 per day	8574/408 per day	285	303	74	66	243	319
August	7906/346 per day	6915/301 per day	277	342	79	81	342	335

	Dues, Damaged materials & grant money	
	2006	2007
June	3,395.72	2,347.75
July	891.35	2,136.26
August	963.22	1,420.16

E. Old Business

- Job descriptions: Burt is still working on, and this piece of business was tabled.
- Deb Randzio called the Granby (CT) Public Library to investigate how they notify students of the resources available at the library. They do not send out anything to the students. Although, if Southwick does design a letter, they would be interested in seeing it.
- Nancy Stenberg and Nancy Zdun attended the Western Massachusetts Regional Library System's "Welcome Aboard! A Participatory Workshop for Library Trustees and Directors" on 6/20/2007 at the Great Barrington Library.

F. New Business

- The annual ARIS was filed with the state.
- Anne is currently working on the financial reports.
- The Friends of the Library will be hosting a Wine & Beer tasting at the library on 10/12/2007 between 5:30 and 7:30. There will be an ad in the Southwoods.

Adjournment

Meeting was adjourned at 8:40 PM. The next Board meeting will be at 7:00 PM on Tuesday, October 9, 2007 in the Library's Community Room.