

Oct.

Southwick Public Library Board of Trustees
Meeting Minutes
Tuesday, November 13, 2007

Present: Carol Geryk, Karen Contois, Debbie Randzio, Michael McMahon, Nancy Zdun, Anne Murray (Director)

Regrets: Nancy Stenberg

Michael McMahon called the regular meeting of the Southwick Public Library Board of Trustees to order at 7:13 PM on November 13, 2007 in the Community Room.

A. Public Comment

No public comment.

B. Communications

- There was a strong smell of gas within the library, and the Fire & Police departments were called. By the time they arrived, the smell had disappeared. The recycling system may have cleaned up the air by the time the Police & Fire departments arrived. As a safety concern the employees of the library should find out how to turn off the furnace.
- The Friends of the Library will be meeting November 14th at 7pm. They will be reporting the dollar amount raised from the Wine Tasting event.
- The Lions Club will be delivering a permanent projection screen for in the Community Room.
- The employees of the library have Dress Down days to raise money for the Southwick Food Pantry. So far they have raised \$113.44. The trustees have voted to allow the employees to continue this fund raising activity for next year.
- The FY2009 budget will be under consideration soon.
- The color copier "the whole package" has arrived.
- With money left over from the purchase of the copier and the gift account, a coin op mechanism will be purchased for the new copy machine. This will allow the patrons to self serve their copying needs.
- Thoughts regarding an amnesty of overdue book fines
 - Have the patrons bring in canned goods for the Food Pantry
 - Amnesty for the seniors
 - Seeing if the community businesses would pay the fines.

C. Acceptance of minutes

A motion to accept the minutes of October 9, 2007 with amendments was made by Deb Randzio. Karen Contois seconded the motion and the minutes were accepted.

D. Director's Report

- Sept and Oct 2007 statistics (Report on file).

Month	Circulation		Reference Questions		New Patrons		Computer Use	
	2006	2007	2006	2007	2006	2007	2006	2007
Sept	5826/243 per day	5257/229 per day	311	261	79	35	292	416
Oct	5497/220 per day	5453/210 per day	252	313	43	58	340	454

Dues, Damaged materials & grant money	
2006	2007

Cont.

Sept	865.21	743.79
Oct	765.35	* 2335.25

- WMECO will be providing a study regarding the electric bills for the library.

* Includes \$965.00 in memory of Martha Utzinger, \$25.00 in memory of Martha Cousins and \$427.82 from the disbanding of the Southwick Women's Club.

E. Old Business

- Job Descriptions – the job descriptions have been reviewed- [redacted] and just need to be typed up.

F. New Business

- The wood siding near the Children's room is rotten. There is a problem with water running off the eaves. John Wescott is responsible for the repair, and the repairs were to happen over the summer.
- We need to plan a dinner for Juliet & Burt Hansen (former trustees)
- It was decided to place the citation of the library's 115th anniversary to the left of the wall hanging in the Community Room with the 2 other citations. The other 2 plaques will be moved to the left of the wall hanging.
- Dave's Soda and Pet City have proposed a program to raise money for the library. For a 6 month period, starting 12/12/07 the will donate 5% of our patrons purchases to the library. The donation will be based on the patron having a donor card. They will provide the donor cards and posters announcing the program. Twice during the 6-month period, a check will be sent to the library. A motion to proceed with this program was made by Deb Ranzio. Carol Geryk seconded the motion. All attending trustees voted in favor.
- As part of the '09 budget
 - A new phone service will be requested. The new system will be the same system the police, fire and town hall uses. The current system was destroyed (but the main components still work) during a power surge. The old system cannot be repaired because the parts needed are not available. Anne will be talking to Valley Communications regarding the new phone system.
 - In order to be open on Thursday evening's, there would be a need to shift library personal. There is a need to increase the hours some one is working the reference desk. Diane is currently working 18 hours per week in the reference area and 15 hours per week in the Children's area. She could be moved to 37.5 hours per week in the reference area (an increase of 4 hours per week), leaving a 15 hour per week part time position in the Children's area open.
- The Mass Board of Commissions will be sending \$15,073.19 to the library soon. The funds will be used to purchase new computers. There is a possibility of a smaller amount being sent in the spring of next year.
- The MBLC hired an advertising firm to identify people who don't use the library. The results are on the WMRLS web site. The MBLC will start a 3 year marketing plan to stress
 - a) the library is free
 - b) 24 X 7 research
 - c) reliable
 - d) welcoming

Adjournment:

Meeting was adjourned at 8:43 PM. The next Board meeting will be at 7:00 PM on Tuesday, December 11, 2007 in the Library's Community Room.

Minutes respectfully submitted by: Nancy Zdun