

Board of Library Trustees  
Meeting Minutes December 12, 2023

Called to Order: 7:03pm

Present: Michael McMahon, Tracy Meczywor, Tammy Ciak-Bissaillon, Lynn Blair (Director), Heather Dunfee (Assistant Director)

Absent: Jennifer Belden, Maria Gallo, Cynthia Warner

Public Comments: None

Communications:

Approval of November Minutes: tabled until January due to not having a quorum tonight

#### Director's Report

November Statistics: quieter month with circulation numbers (due to being closed Fri and Sat because of Veteran's Day being on a Sat) but other than that it was a typical November

Programs: already booking through April with the regular programs and new ones based on patrons' interests

Library Wave: new software that has been used since June  
-- the email lists are going well and Lynn has added new ones for local history, genealogy, book recommendations and business/career job searching

Lynn met with Inga, the new Chair of the Economic Development Commission to discuss potential ways to collaborate.

#### Old Business

1. Event Keeper: going live to the public on Friday  
-- people can start registering for January events and view the calendar online
2. Gallery Manager Volunteer Position  
-- Lynn has not received any responses to her emails she sent to the 15 past artists. Someone recommended that she contact Art Works Westfield  
-- do not have an artist for January and this will be discussed further at the January meeting
3. Computer Replacements

-- Jim updating today; he was able to give two computers and Lynn ordered 3 more from Whalley Computers

#### 4. Annual Action Plan Update

- Approved by the MBLC on Nov 15th
- Lynn submitted it to be posted on the website

### New Business

#### 1. Budget Request Preparation

- Salary section needs to be left blank because that is determined by the Accountant and the Union; the Assistant Director position falls into the Admin category as non-union
- Heather is looking for advise on how she can advocate for a salary increase
- Michael said he will try to speak with Karl Stinehardt about any protocol
- Tracy suggested that the Board write a letter to the Select Board and Financial Commission about having a standard for the position and submit it with the Budget Request documents

#### 2. Fuel

- Heather put the reports together and may need to ask for increase in the fuel line to cover heating costs

#### 3. Circulation Hours Increase

- Lynn asked what the Board suggests about asking again for increasing the hours to have a Lead Circulation position as she does not want to ask if someone is interested and get their hopes up if it is not approved.
- Michael suggested that we ask again and describe exactly what the person would be doing with the increase of hours
- Tracy suggested to wait and see if it gets approved and then see if anyone is interested because Lynn would actually have the hours to offer

#### 4. C/W Mars

- the increase is only .069%
- 2023 cost \$6,959  
2024 cost \$7,007

#### 5. Telephone System

- Lynn going to check with Doug Moglin to see if there is an update about the wiring system and will then determine if it should be replaced or not yet

#### 6. State Aid

- Lynn wants to use some to update furniture/shelving for the following:
  - 4 new chairs for the sitting area
  - 7 end cap shelving units for the fiction.                      and non-fiction sections

Children's Department  
Picture Book Shelf Browser Bins  
Craft cart  
New shelving for the Easy Reader.                      section

7. Donation

-- a gentleman donated a 1910 framed  
map of Southwick that Lynn will have                      hung up on the wall

Meeting Adjourned: 7:43pm

Next Meeting: Tuesday, January 9th  
at 7pm