

Library Trustee Minutes November 14, 2023

Called to Order: 7pm

Present: Michael McMahon, Tammy Ciak-Bissaillon, Tracy Meczywor, Cindi Warner, Lynn Blair (Library Director)

Absent: Jennifer Belden, Maria Gallo

Public Comments: None

Communications:

1. Trunk or Treat

- Held on October 28 and the library had a Ghostbusters theme with Lynn and Molly representing
- They were recognized by many of the kids and had a lot of fun

2. WMLA: nearing the end of the library road trip and Southwick had a few out-of-towners come by to visit

3. Heather Dunfee (Asst. Director) has finished the financial report and will submit it

4. The holiday gift basket raffle has started and winners will be drawn on Saturday, December 9th.

5. The State Aid first round of grants were approved and we received \$12,996.10. The second round usually comes out in March/April.

6. Greater Westfield Chamber of Commerce- keep membership for another year.

Acceptance of Minutes

September: Motion to Approve: Tracy Seconded: Tammy

Unanimously approved

October: Not applicable because there was not a quorum

Director's Report

Lynn is happy with the numbers for September and October.

Old Business

1. Event Registration Software

-- Event Keeper: officially signed up and staff all have accounts

Going to start using it for January events with deadline of Dec 11 to post and will then go live for the public to start using

Staff will be able to help people register who may have difficulty doing so themselves

The calendar on the town website will direct people to click the link for Event Keeper to register

New Business

1. Photography Policy Review

-- change made due to 1st Amendment audits

-- Lynn wrote to Maura Deedy from MBLC for suggestions.

Motion to approve the change: Tracy Seconded: Tammy

Unanimously approved

2. Photo Release Form:

-- Lynn wants to edit it so that it can be used for adults to sign for themselves as well as a parent/guardian and will be included in the policy handbook

Motion to Approve the change: Tammy Seconded: Tracy

Unanimously approved

3. Holiday Closings:

-- Lynn suggested the Library be closed on Dec 25th and 26th because full time staff receive 1/2 day for Christmas Eve and New Year's Eve and would put both 1/2 days together. This is due to both Christmas Eve and New Year's Eve falling on Sundays this year.

4. Patron Donation

-- a patron wants to donate a Webster Dictionary to the Library that is over 100 years old

-- discussed that maybe the Springfield Library or history museum would be a better option because the company is from Springfield

-- Lynn will contact the patron and let them know

5. Gallery Manager Volunteer Position

-- run by Jeannine Laporte and she is ready to pass it onto someone else

-- Lynn going to look into a thank you reception for her

-- discussion on possible selection process and decided that Lynn will come up with a list of candidates and invite them to meet with the Board during either the January or February meeting

6. Computer replacement schedule update

-- waiting to see what Jim Middleton says as he may have a couple to give

-- in need of 3 new computers and 5 new monitors

-- cost approximately \$5,000 from Whalley Computers and will come out of the State Aid account

7. Budget Requests

-- usually done in December or January

-- discussion on whether to continue to ask for an additional position or additional hours for a current position

-- need to provide exact numbers in the original proposal submitted to Town Hall

8. Annual Action Plan Update

-- the plan became active as of July 1st

-- have to submit the objective from the Strategic Plan and updates on how the goals are being met to the MBLC every year by December

-- Lynn will submit and post to the website

Motion to Adjourn: Tammy

Seconded: Tracy

Unanimously approved

Meeting Adjourned: 7:50

Next meeting: Tuesday December 12

7pm