

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