



EAST LONGMEADOW PUBLIC LIBRARY

EAST LONGMEADOW PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES Meeting Minutes for April 19, 2017

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, April 19, 2017 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Arthur McGuire, Charles Gray, David Boucher, Cindy MacNaught, and Diane Tiago. Virginia Robbins was absent. Layla Johnston Library Director was also present.

Arthur McGuire called this meeting to order at 6:05 P.M.

This meeting was videotaped for later broadcast on ELCAT.

MINUTES:

Minutes for March 15, 2017 meeting needed approval. Charles Gray motioned to accept the minutes as presented, Cindy MacNaught seconded the motion and it passed unanimously.

Introduction of Guests:

None

DIRECTOR'S REPORT:

The Director's report of March 15, 17 needed approval. Charles Gray motioned to accept the Director's report as presented and Cindy MacNaught seconded the motion and it passed unanimously.

Building & Maintenance:

Will strip and wax the floors and clean the carpets on Saturdays throughout the summer, starting on July 8th. DPW fixed the side entrance locking mechanism the week of April 10th.

Library Finances, Budget and Reports

The budget hearing with the town manager and town council was held April 11th. Library Director Layla Johnston was in attendance. The town manager will present her proposal to town council on May 1, 2017.

Personnel

We received 10 applications for the part-time children's assistant position. Layla Johnston will review applications and interview selected candidates with Children's Librarian Jenny Kinder and Human Resources director for the town, Karin Decker.

Public Service

Chromebooks are cataloged, for in-library use.

Layla Johnston received a quote for services from Deb Hoadley, library consultant. The consultant's services are needed to facilitate staff and community meetings and design a survey used to create the library's strategic plan. Layla Johnston is to start the community and staff meetings in late April or May.

Deb will facilitate the library's required meetings for the strategic plan. The community meeting will be on May 20th starting at 10 am. Deb will write up a report on the two meetings and help Layla Johnston create a community survey. The deadline for submitting the completed strategic plan to the MBLC is October 1.

Programming and Outreach

The library is coordinating showing a series of outdoor movies to be offered this summer in partnership with Colin Drury, head of the Department of Parks and Recreation.

THE BOOK AWARD

Charles Gray will deliver the book award at Awards Night on May 04, 2017.

FINANCIAL REPORTS

Were reviewed and found acceptable.

NEW BUSINESS:

- A. Social Media Policy Draft; A draft social media policy was handed out by Layla Johnston for review and discussion. To be continued at next meeting.

OLD BUSINESS

- A. **Meeting Room Policy Draft;** After review of this policy, there was discussion as to the Library Trustees role as to the extent of the rights to control the usage of this space. Charles Gray moved to accept the draft, ~~and~~ add the release claim form and ~~to~~ have legal counsel review the form. Second by Diane Tiago. Passed unanimously.

OTHER BUSINESS:

- A. **Library Friends;** Layla Johnston attended the meeting and the mini golf was a success, with a good response, and made approximately \$1500.00. A new vendor was found for literacy path bricks. The new bricks match the currently installed bricks and allow the Friends to retain more of the proceeds to use toward library programs.

IMPORTANT DATES:

None at this time.

The next meeting of the Board of Library Trustees will be held on May 17, 2017 at 6:00 p.m. in the Library Conference Room.

Art McGuire, made the motion to adjourn the meeting. Charles Gray seconds the motion and it passes unanimously.

The meeting adjourned at 6:52 PM.

Respectfully submitted by:

David J. Boucher, Secretary