



**EAST LONGMEADOW PUBLIC LIBRARY**

**BOARD OF LIBRARY TRUSTEES**

Meeting Minutes for October 25, 2017

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, October 25, 2017 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Charles H. Gray, Jr., David Boucher, Cindy MacNaught, Melanie Mannheim, and Diane Tiago. Virginia Robbins was absent. Layla Johnston, Library Director, was also present.

- I. Charles Gray called this meeting to order at 6:005P.M.

This meeting was videotaped for later broadcast on ELCAT.

II. **MEETING MINUTES:**

Minutes for the September 20, 2017 meeting needed approval. Melanie Mannheim motioned to accept the minutes as presented. Cindy MacNaught seconded the motion and it passed unanimously.

III. **GUESTS OPPORTUNITY TO ADDRESS THE BOARD:**

None.

IV. **DIRECTOR'S REPORT (Summary):**

**A. Narrative:**

- \* Michael Minahan of the Town's Fire Department obtained an automated external defibrillator (AED) for the library with step-by-step instructions. It is meant to be used by the general public with little to no training.
- \* Three (3) staff members have received Cardio Pulmonary Resuscitation (CPR) training and arrangements for the remaining staff will be made with the Fire Department for November.
- \* Layla Johnston is coordinating a request for new carpet for the children's and staff work areas with Bruce Fenney of the Department of Public Works. The project will be included on the capital projects request that will be presented to Town Council for the FY19 budget.
- \* Layla Johnston received confirmation on October 3, 2017 that the library's five-year strategic plan has been approved by the MBLC. Letters of appreciation will be mailed to the community participants.
- \* "Food for Fines" non-perishable food drive has been extended through the month of October due to the extraordinary response.
- \* Saturday, October 28<sup>th</sup>, the Mom's Club of East Longmeadow will host their annual Halloween party from 10-noon.

**B. Financial Report**

Layla Johnston submitted an abbreviated Financial Report. The expended year-to-date figures reflects 28% of the library's annual budget for a four month period.

V. **NEW BUSINESS**

**A. Completion of Documents for stipend**

In order to be in compliance with the laws of the Commonwealth, the Trustees are deemed to be employees of the Town. Due to the fact that a decision was made by the Town that an honorarium will be paid to each Trustee for their service, the Trustees were notified to provide additional documents for payroll purposes.

## **VI. OLD BUSINESS:**

### **A. Bylaw Revisions**

The Town Manager reviewed the Trustees' revised bylaws that were approved at the August 23, 2017 meeting and returned it with three modifications to comply with the Town Charter. Cindy MacNaught made a motion to approve the modified bylaws effective as of October 2017. Melanie Mannheim seconded the motion and it passed unanimously.

### **B. Mission Statement**

Diane Tiago made a motion to remove the old mission statement that is on the library's website and replace it with the new mission statement that was included in the 5-year strategic plan approved by the MBLC on October 3rd. Melanie Mannheim seconded the motion and it passed unanimously.

### **C. Social Media Policy Draft**

Members discussed the edits made to the draft by the Social Media Policy sub-committee at great length. Layla Johnston will present the draft to the Town Manager who can contact the Town's attorney and request he review the policy.

## **VIII. OTHER BUSINESS:**

**Library Friends News:** Melanie Mannheim reported that the National Friends of Library Week started on October 15<sup>th</sup> and ended on the 21<sup>st</sup>. This is the time when there is a "push" for new members. A new fundraiser entitled "Paint with a Purpose" is planned for the near future. A brief description of Friends' merchandise for purchase was shared as well as the current Halloween Baskets fundraiser. Next Friends meeting will be held November 6<sup>th</sup>.

### **Other:**

- \* Layla Johnston spoke of her experience while attending a recent meeting Rotary Club meeting.
- \* Diane Tiago attended the "Friends Meeting Friends" workshop with Laura Palmer, President of the Friends of the East Longmeadow Public Library on Saturday, October 21, 2017 at the Chicopee Public Library and provided a summary of the day's events.
- \* Charles Gray reminded Trustees of two upcoming state-wide meetings: On October 26<sup>th</sup> the MBLC will be providing an orientation for Trustees at Arms Library in Shelbourne Falls, and on November 18th the annual MLTA meeting will be held at the Goodnow Library in Sudbury.

## **IX. The next meeting of the Board of Library Trustees will be held on Wednesday, November 15, at 6:00 p.m.**

Charles Gray requested a motion to adjourn. Cindy MacNaught made the motion and it passed unanimously..

The meeting adjourned at 7:30 PM.

Respectfully submitted,

Diane A. Tiago, Secretary