



## EAST LONGMEADOW PUBLIC LIBRARY

---

### EAST LONGMEADOW PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES Meeting Minutes for February 15, 2017

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, February 15, 2017 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Arthur McGuire, Charles Gray, Diane Tiago, Cindy MacNaught, and Virginia Robbins. David Boucher was absent. Layla Johnston, Library Director was also present.

Arthur McGuire called this meeting to order at 6:00 p.m.

This meeting was videotaped for later broadcast on ELCAT.

#### **MINUTES:**

Minutes of the meeting held on January 18, 2017 needed approval. Charles Gray motioned to accept the minutes as presented. Cindy MacNaught seconded the motion and the motion passed unanimously.

#### **Guests Opportunity to Address the Board:**

Darcy Kane, Treasurer of the Friends of the East Longmeadow Public Library and the coordinator of the second annual indoor miniature golf fundraiser entitled A “Hole” Lot of Fun, addressed the Board. She provided the Trustees with an overview as to the initiative, the agreement with Mobile MiniGolf, the ongoing efforts to obtain sponsors and the various avenues that are being used to promote the fundraising activity. It will take place Saturday, March 11th from 10:00 a.m. to 3:00 p.m. at the Library. This year a fee of \$3 per person will be charged and families of four individuals or more will be charged \$10.

Kristi Chadwick, Massachusetts Library System (MLS) Trustee Consultant, discussed the role of the Trustees due to the new form of town government in East Longmeadow. She provided numerous answers to questions posed by members on the Board. She stated that all building, personnel, and finance matters are the responsibility of the Town Manager. The duties of the Trustees include: 1) create, review and revise policies; 2) advocate for the library; 3) oversee the operations of the library. One of her recommendations was to maintain good communications with members on the Town Council by attending Council meetings and/or inviting Council members to attend Trustee meetings.

#### **DIRECTOR’S REPORT**

The Director’s report of February 15, 2017 needed approval. Charles Gray motioned to accept the Director’s report as presented and Diane Tiago seconded the motion. It passed unanimously.

#### **Building & Maintenance:**

DPW contacted a locksmith to address the issue with the interior gate. It is now in working order which allows meeting room use for town departments after library hours.



## EAST LONGMEADOW PUBLIC LIBRARY

---

### **Library Finances, Budget & Reports:**

1. The annual report was submitted to the Town Manager on February 10th.
2. Library department heads have been asked to submit monthly activity reports to the Library Director in order to determine which library services are in high demand, including the use of the two meeting rooms.

### **Public Services:**

1. L. Johnston would like to initiate an “in-house” Chromebook lending program. A draft policy was distributed.
2. L. Johnston attended a Strategic Planning Workshop at the MLS offices in Northampton on February 14th. The purpose of the training program was to provide insight as to the preparation of the long range plan.

### **Programming & Outreach:**

1. Lyndsay Johnson, Adult Services Librarian, started a regular monthly program at the Council on Aging to assist senior citizens with a variety of library services. Additional visits may be added depending upon demand.
2. Meetings with a representative of Cartamundi, a game manufacturer, and Colin Drury, Director of the Parks and Recreation Department took place to discuss partnering with the library for the Summer Reading programs. This year’s theme is “Build a Better World.”

### **FINANCIAL REPORTS:**

The monthly financial reports for the period ending February 15, 2015 were distributed and reviewed.

### **NEW BUSINESS:**

1. Food and Drink Policy Draft: Charles Gray motioned to accept the draft as written and to activate the policy effective immediately. Cindy MacNaught seconded the motion and it passed unanimously.
2. Exhibit Policy: Charles Gray motioned to amend the policy as discussed. Diane Tiago seconded the motion and it passed unanimously.
3. Chromebook Use Policy Draft: This item was tabled for review at the next meeting.

### **OLD BUSINESS:**

1. Meeting Room Policy Draft: This item was tabled for review at the next meeting.
2. Organizational Chart: Minor changes were requested.

**The next meeting of the Board of Library Trustees will be held on Wednesday, March 15, 2017 at 6:00 p.m. in the Library Conference Room.**

Charles Gray made the motion to adjourn the meeting.



EAST LONGMEADOW  
PUBLIC LIBRARY

---

The meeting adjourned at 7:56 p.m.

Respectfully submitted,

Diane Tiago  
Secretary pro tem