



EAST LONGMEADOW PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES

Meeting Minutes for September 20, 2017

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, September 20, 2017 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Charles H. Gray, Jr., David Boucher, Virginia Robbins, Cindy MacNaught, Melanie Mannheim, and Diane Tiago. Layla Johnston, Library Director, was also present.

- I. Charles Gray called this meeting to order at 6:00 P.M.

This meeting was videotaped for later broadcast on ELCAT.

II. **MEETING MINUTES:**

Minutes for the August 23, 2017 meeting needed approval. Cindy MacNaught motioned to accept the minutes as presented. David Boucher seconded the motion and it passed unanimously.

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

None.

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

A. Narrative:

- * Baystate Elevator reprogrammed the emergency call button to connect to the police department in the event that someone presses the button due to an elevator malfunction.
- * A final draft of the library's strategic plan was included in each Trustee's packet.
- * The outdoor games collection sponsored by the Friends was a welcome addition to the library's circulating collection during the summer. The library director and staff are considering expanding the collection of board games that circulate since the idea has proven to be popular with the public.
- * The library is sponsoring a food donation drive on behalf of the East Longmeadow Food Pantry which is administered by the Council on Aging during the month of September. For every non-perishable item donated, the library will waive a dollar in overdue fines.
- * The East Longmeadow Fire Department held a program at the library on August 24 called "Firefighters to the Rescue!" There were 71 participants at this event.
- * The Summer Reading Finale held at Interskate 91 had 221 participants.
- * East Longmeadow Public Library was host to CW/Mars Users Council meeting on Tuesday, September 19th. 60 member libraries sent representatives to discuss and vote on member assessments and consortia policy.
- * The final outdoor movie presented in cooperation with the Parks and Recreation Department is scheduled for Friday, September 22nd at Center Field...weather permitting.

B. Financial Reports

Layla Johnston included the MUNIS report of September 18, 2017. The library's income and expenses are as anticipated.

VI. NEW BUSINESS:

A. Review and approval of the final draft of the Strategic Plan for Library Services

The Trustees reviewed the report one last time and made suggestions and recommendations to enhance the report. All Trustees were in favor of the minor changes and voted to approve the Strategic Plan. All Trustees signed the signature page to expedite the mailing of the final, improved document. The report must be sent to the MBLC by the deadline of Sunday, October 1st

B. State Aid for Public Libraries Workshop, Monday, September 18, 2017

Layla Johnston provided details about the workshop that took place at the Massachusetts Library System Offices in Northampton. Liz Babbitt, State Aid Specialist of the MBLC conducted the workshop. Ms. Babbitt provided an overview about any changes to financial reporting. The importance of the reports and their impact on a library was discussed.

C. C/W MARS Users Council, Tuesday, September 19, 2017

The East Longmeadow Public Library was host to 60 library directors from Central and Western Massachusetts who are members of the CW/MARS consortium. The “Users Council” meet on a quarterly basis to discuss and vote on member assessments and consortia policy in an effort to improve and meet the demands of the public.

VII. OLD BUSINESS:

A. Social Media Policy - Draft:

Tabled. It was the decision of the Board to obtain other Social Media Policies from nearby libraries to compare the language in their policies to the language in the East Longmeadow Public Library’s draft.

VIII. OTHER BUSINESS:

Library Friends News: Melanie Mannheim reported that the Halloween Baskets fundraiser will start on October 2nd with the drawing taking place on October 27th. The National Friends Week will start on October 15th and ending on the 21st. There are 411 members.

IX. The next meeting of the Board of Library Trustees will be held on Wednesday, October 25,th at 6:00 p.m.

Charles Gray requested a motion to adjourn. Melanie Mannheim made the motion, Cindy MacNaught seconded and all were in favor.

The meeting adjourned at 7:15 PM.

Respectfully submitted,

Diane A. Tiago, Secretary