



EAST LONGMEADOW PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES

Meeting Minutes for November 15, 2017

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

- I. Charles Gray called this meeting to order at 6:03 P.M.

This meeting was videotaped for later broadcast on ELCAT.

II. **MEETING MINUTES:**

Minutes for the October 25, 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:

- * The library was closed on Monday, October 30, 2017, due to the town-wide power outage caused by an overnight storm of high winds and torrential rains. The DPW is addressing repairs to several places where there were leaks in the ceiling.
- * Qello, a new digital streaming service is now available for East Longmeadow library card holders. Qello will allow patrons to stream thousands of concerts and music documentaries via Apple TV, Roku, Chromecast, Amazon FireTV, Sony Playstation, and from iPad or tablet or smartphone.
- * The town attorney was given a copy of the social media policy draft to review.
- * Layla Johnston received notification from the MBLC that the library is certified for FY18. The first half of the State Aide to Public Libraries monetary award is \$15,327.80 which should be received in the next few weeks.
- * The accounting department has processed all stipend paperwork that it has received. All trustees were set up with town email addresses.

Diane Tiago motioned to accept the Director's narrative report as presented. Cindy MacNaught seconded the motion and it passed unanimously.

B. Financial Report

Layla Johnston submitted an abbreviated Financial Report. The expended year-to-date figures reflects 32.1% of the library's annual budget for a five month period.

V. NEW BUSINESS

A. Review Book Award Guidelines

The purpose of the Book Award Guidelines review was to ensure that the written procedure aligns with the current practice. Charles Gray emphasized that the “monetary stipend” for the award recipient consists of the total contributions made by the Trustees from their personal discretionary funds. No money is expended from the Town’s allocation to the Library’s budget. A revised document will be submitted at the next meeting.

VI. OLD BUSINESS:

A. Social Media Policy

Charles Gray distributed copies of editorials/commentaries regarding the Internet, Social Media and Free Speech from the Wall Street Journal, and Washington Post. Article from The New Yorker magazine will be sent via email.

VII. OTHER BUSINESS:

A. Library Friends News:

Melanie Mannheim provided a summary of the Friends’ meeting for November:

1. Fundraisers: Painting with a Purpose will take place in November of 2018 and the holiday fundraiser will start on Wednesday, November 29th with the drawing taking place on December 20th.
2. Membership: 18 new members and 38 renewals in the month of October.
3. Membership Form: A new online membership fillable form is being considered. In addition, the possibility of linking it with “PayPal” is being researched.
4. Friends Sharing with Friends Workshop: President Laura Palmer attended the workshop at the Chicopee Public Library and shared her experience. She relayed an ALA link in which members can sign in and automatically receive notification of the most up-to-date library related legislation.
5. Next Meeting: Monday, December 4, 2017 at 7PM in the Conference Room.

B. Other:

1. As a community representative, Melanie Mannheim has been invited to speak at a Cub Scout den meeting. Her topic will be based on the Cub Scout motto: “Be prepared.” She will discuss how their motto relates to being a member on the Friends of the East Longmeadow Public Library Board as well as a Library Trustee.
2. A short discussion about the variety of Friends’ merchandise that is for sale to the public took place.

VIII. The next meeting of the Board of Library Trustees will be held on Wednesday, December 20, at 6:00 p.m.

Charles Gray requested a motion to adjourn. Melanie Mannheim made the motion and it passed unanimously.

The meeting adjourned at 7:00 PM.

Respectfully submitted,

Diane A. Tiago, Secretary