

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for January 15, 2020

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, January 15, 2020 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: David Boucher, Cynthia MacNaught, Melanie Mannheim, Michael Gray and Kendra Levesque. Diane Tiago was absent. Guest, Town Manager, Mary McNally, was present. Layla Johnston, Library Director, was also present.

I. CALL TO ORDER

Vice-Chairperson, David Boucher called the meeting to order at 6:03 pm.

This meeting was audio and videotaped for future broadcast on ELCAT.

II. MEETING MINUTES

Minutes for the December 18, 2019 meeting needed approval. Cynthia MacNaught motioned to accept the minutes. Michael Gray seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

Mary McNally addressed the Trustees by thanking them for their service and time to the community. Mary further explained she will be available if anyone has any questions and she will continue to be helpful when needed. Mary's goal is to visit with all Boards and Commissions at one of their regularly scheduled meetings to observe and get to know everyone. The Board thanked Mary McNally and congratulated her in the new role of permanent Town Manager.

IV. DIRECTOR'S REPORT

A. Narrative:

*Director Layla Johnston reported that Acting Town Manager, Mary McNally, was offered the Permanent Town Manager position in December 2019. Mary will be appointed at the next Town Council Meeting

*Library staff are adapting and learning the new program for the payroll software. This conversion is for all Town of East Longmeadow employees.

*The Library's draft FY21 Budget request was submitted to the Town Manager and Finance Director on December 27, 2019. The dollar amount was \$807,375.00 and it meets the Municipal Appropriation Requirement for certification for State Aid to Public Libraries.

*The Library's Community Room will be the Town's selected location for early voting for the primaries for the presidential election. Early voting will take place February 24 – February 28, 2020 in the Community Room.

*The Library's Capital Project request for new carpets was not approved for FY20.

*On December 5, 2019, the Board of Library Commissioners certified the Town of East Longmeadow to participate in the FY20 State Aid to Public Libraries Program. On December 20, 2019, the library received notification of its certification and the first half of State Aid award will be the dollar amount of \$16,892.82. The second half of our annual State Aid Award will be paid to the Town in the spring. State Aid to Public Libraries may not be used towards meeting the Municipal Appropriation Requirement. East Longmeadow Public Library typically uses the State Aid Award to cover the cost of the CWMars network membership fee.

*For better security and to protect patron privacy, library patrons will need to log into OverDrive with both their library card number (or username) and PIN/Password starting on January 21, 2020. Please contact the library if you need assistance.

*The Library will be participating in an annual Boston Bruins / Cradles To Crayons Pajama Donation Drive. Donations of new pajamas will be accepted from February 1 through March 15, 2020. Patrons who donate to the Pajama Drive will be entered into a prize drawing.

*Thank you to all who donated to our annual Giving Tree collection to benefit New Beginnings shelter in Holyoke. This was a huge success for families in need.

The Board discussed the library's Community Room being used for early voting. The Community Room will only be used for that specific purpose during that time.

Also, this is Layla's third year in requesting for a new carpet in the library. She will re-submit the request next year. Some of the reasons why the new carpet wasn't approved was because there would be an issue with where the library would move and store the entire collection during the process. The storage issue had to be taken into account. Mary McNally reiterated that the library is greatly valued in our community. The Library is roughly 16 years old now. The new payroll program will eliminate the use of time-sheets and this program is underway.

Melanie Mannheim made motion to accept the Director's Report. Michael Gray seconded, and the motion passed unanimously.

For additional details, see the Director's Report of January 15, 2020.

V. NEW BUSINESS

A. Strategic Plan – The Library Director reviewed the current Strategic Plan with the Trustees. A copy of the Strategic Plan was included in the Trustee packets. Layla spoke about the Goals for Library Services covering by the FY19 - FY24 and how the library based its goals on responses received by those individuals who participated in a survey. Technology plays a very important role to the library. Another topic discussed was the reduction of the noise level at the library and when exactly would that goal be addressed. Acoustical engineering companies would need to be contacted. Layla will communicate with Mary MacNally about some information she has on this topic. Layla will then bring some options to the Trustees for discussion. The issue is that the building has an open-floor plan and our Library is simply so busy, that the sounds reverberate and increase the noise level.

VI. OLD BUSINESS

A. Behavior Policy – The Board discussed the inclusion of additional language to the Behavior Policy. Layla will add the language to the Behavior Policy and will send the Trustees the updated policy. Cynthia MacNaught motioned to accept the Behavior Policy with amendments. Kendra Levesque seconded, and it passed unanimously.

VII. OTHER BUSINESS

A. Library Friends News – There is no news at this time.

B. Trustee Updates – The Board discussed the new East Forest Park Library in Springfield. The new building is beautifully updated.

VIII. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, February 19, 2020 at 6 pm.

IX. ADJOURN

David Boucher requested a motion to adjourn. Michael Gray made the motion and Cindy MacNaught seconded the motion and it passed unanimously.

The meeting adjourned at 6:44 pm.

Respectfully submitted,

Melanie Mannheim,

Secretary

www.eastlongmeadowlibrary.org
60 Center Square, Suite 2
East Longmeadow, MA 01028
413-525-5400 ext. 1500