



**EAST LONGMEADOW PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**  
Meeting Minutes for January 17, 2018

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, January 17, 2018 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Charles H. Gray, David Boucher, Melanie Mannheim and Diane Tiago. Cindy MacNaught and Virginia Robbins were absent. Layla Johnston, Library Director, was present also.

**I. CALL TO ORDER:**

Chairman, Charles Gray called this meeting to order at 6 PM.

This meeting was videotaped for later broadcast on ELCAT.

**II. MEETING MINUTES:**

Minutes for the November 15, 2017 meeting needed approval. David Boucher motioned to accept the minutes as presented. Melanie Mannheim seconded the motion and it passed unanimously.

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

None.

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

**A. Narrative:**

- \* The sidewalk in front of the main entrance doors has sustained significant damage presumably from the weight of patrons' cars driven directly on it to use the book drop after library hours. DPW placed yellow saw-horses on it as a temporary fix and we will find a more permanent solution in the spring.
- \* The Children's Department will start circulating 4 new literacy devices called Starlings. It works in conjunction with a smartphone or tablet. Starlings count the number of words spoken to babies and toddlers throughout the day. The staff will introduce the device during Story Times, and follow that up with circulating kits that will include a Starling, books, and instructional brochures on language and child development. There will be a presentation on the Starlings to promote the device on January 24<sup>th</sup> at 6 PM in the Community Room. Device is focused on children from birth to age 4.
- \* The library will host East Longmeadow High School's UNICEF Club book discussion on January 31st at 6 PM. The UNICEF Club's current focus is on human trafficking. Students will read *I am Nujood, Aged 10 and Divorced* by Nujood Ali. Ms. Ali's book discusses the topic of child marriage and the impact it has on victims of trafficking. The UNICEF Club will hold a night of discussion and information at the library, which will be open to the public, to raise awareness of a global as well as a local issue.
- \* The library has received the first half of our payment for State Aid to Public Libraries.
- \* The library hosted the second annual ELHS study night on Sunday, January 24, 2018 from 5 PM – 9 PM. It was well attended with approximately 50 students.

**B. Financial Report:**

Layla Johnston submitted an abbreviated Financial Report that reflected the first half of our payment for State Aid to Public Libraries as well as other Trustees-related accounts.

Melanie Mannheim motioned to accept the Director's report. David Boucher seconded the motion and it passed unanimously.

**V. New Business:**

None.

## **VI. Old Business:**

### **A. Review Book Award Guidelines:**

The Trustees reviewed the Book Award guidelines. A couple of additional edits were made and the document was accepted with noted changes.

Melanie Mannheim motioned to accept the wording in the revision for the policies and procedures surrounding the East Longmeadow Board of Library Trustees Book Award. David Boucher seconded the motion and it passed unanimously.

### **B. Social Media Policy:**

The Social Media Policy sub-committee added language to the initial draft of October 25, 2017 and presented a revised draft that is a more comprehensive policy. Chairman Charles Gray reiterated that the Trustees would like to have it reviewed by the Town's attorney. Layla Johnston will follow due process and bring it before the Town Manager at her next meeting.

## **VII. Other Business:**

### **A. Library Friends News:**

Melanie Mannheim provided an update of the Friends' activities:

1. The Friends are reviving the "Paving the path to literacy one brick at a time" campaign. Melanie brought a sample engraved brick and its respective pamphlet for viewing. She explained the process for ordering a memorial brick and that funds obtained by the sale are spent on programming, events and materials that benefit the library and its patrons.
2. As a community representative for both the Friends of the East Longmeadow Public Library and a Library Trustee, Melanie Mannheim was invited to speak at a Cub Scout den meeting. She based her topic on the Boy Scout motto: "Be prepared." Melanie shared her experience of the meeting and conveyed the scouts' ideas for the library.
3. Melanie brought an example of a "Friends' Membership Basket." The purpose of the basket is to help promote the Friends in the community. A couple of baskets have been prepared in the past and were included in the seasonal basket fundraisers. The winner of each basket received "Friends" items such as a totebag, postcards, notecards and a free membership for one year. A basket will be prepared for the Family PTO Bingo Night fundraiser at Meadow Brook School and another one for the Mobile Indoor Mini-Golf event that will take place at the library on March 17, 2018.
4. Plans for the "Mobile Indoor Mini-Golf" event are in motion. The event is scheduled for Saturday, March 17, 2017. It will start at 10AM and end at 3PM. Cost is \$3 per person and \$10 maximum per family.
5. The annual Chocolate Sampling will take place on Saturday, February 10, 2018 from 1PM to 3PM in the Library's Community Room. No "snow date" if the weather is such that the library will be closed. Free to members and \$2 for non-members.
6. The Friends are in the process of creating their own website.

### **B. Miscellaneous:**

1. The (annual) Greater Springfield Legislative Breakfast will be held on Friday, February 2, 2018 at Chicopee Comprehensive High School Library from 8:30 a.m. – 10:30 a.m.

**VIII.** The next meeting of the Board of Library Trustees will be held on Wednesday, February 21, 2018 at 6 p.m.

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

The meeting adjourned at 6:48 P. M.

Respectfully submitted,

Diane A. Tiago, Secretary

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