

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for February 19, 2020

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, February 19, 2020 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Diane Tiago, David Boucher, Cynthia MacNaught and Melanie Mannheim. Michael Gray and Kendra Levesque were absent. Guest, Children's Librarian, Michele Lemire, was present. Layla Johnston, Library Director, was also present.

I. CALL TO ORDER

Chairperson, Diane Tiago 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 January 15, 2020 meeting needed approval. David Boucher motioned to accept the minutes. Cindy MacNaught seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

Michele Lemire addressed the Board and spoke about the library's active Children's Department. Michele has been working at our library for seven strong years. She explained that the Children's Department offers many programs for all ages. Programs include story times, baby programs, music, chess and dance, to name a few.

Two therapy dogs often visit the library and children have the opportunity to read to a therapy dog.

The Library works closely with Pathway to Parents and last year they held 43 programs for our library. This particular program is geared towards preparing the kids for the up-coming school year.

This evening, for example, the library is hosting a program called PJ story time.

The library offers a variety of daily programs and we have a very strong summer reading program. The goal is to get kids reading and excited about reading. Michele and Layla collaborated and worked to receive various grants.

The Friends of The Library is a huge support and help fund many library programs for all ages. Our service project for this summer is the Special Olympics.

Michele announced the theme for this year's Summer Reading Program and it is called "Imagine Your Stories".

There were some big changes in our Children's Department. For example, there is now a nice flow in navigating through the children's area and it truly looks amazing and very well organized.

Michele displayed to the Board members some examples of new items currently in circulation. For example, Wonder-Books is a popular book in circulation for young readers. It's a book that has technology added to it. All the reader has to do is push play and it reads the story to you and then when you hear the beep, you turn the page. This is a huge success and you can also plug in your own headphones into this book. We have currently invested in 40 of these Wonder Books.

Another item displayed is called Playaway Kids. This is another device the library has invested towards another means of reading. This is a little device you plug in your headphones and press play and listen.

Michele Lemire commended the East Longmeadow School System since she works very closely with the elementary schools and their library staff as well.

The Board had some discussion. They thanked Michele for attending and speaking about the Children's Department and the newest arrivals that are currently being circulated.

IV. DIRECTOR'S REPORT

A. Narrative:

*Director Layla Johnston reported that our library will be the site for early voting. Early voting for the primaries will take place in the Community Room from February 24 – February 28, 2020 during the hours of 8 am – 4 pm Monday, Tuesday, Thursday and Friday, with extended hours on Wednesday, February 26th from 8 am – 8 pm.

*Annual Reports will be due to the Town Manager on Monday, March 16 and Layla will send a draft to all Trustees to review prior to submitting to the Town Manager.

*The lights near the women's restroom on the first floor needs to be repaired. The DPW is working on this.

*The Friends of the East Longmeadow Public Library received notification of a pending bequest. More information will be coming soon.

*The Library is participating in the annual Boston Bruins / Cradles To Crayons Pajama Donation Drive. New pajamas are collected and distributed to local DCF offices to be given to local youth experiencing displacement. Donations of new pajamas will be accepted from February 1 through March 15, 2020. On February 19th, at 6⁰⁰:30 pm, Mrs. O'Brien, Meadow Brook School Librarian, will host a special Bruins themed read-aloud in support of the pajama drive.

*Layla will be starting a new Community Engagement Program. She will be holding open office hours in the conference room on the second Thursday of every month from 10 am – 12 noon. Anyone is welcome to stop by the Conference Room to discuss library-related matters with the Library Director. The first session will be held on Thursday, March 12, 2020.

*Layla included information on advocacy in the Trustee packets. For example, the Legislative Breakfast will be held on Friday, March 6th at 9 am at the new East Forest Park branch of Springfield City Library. Statewide advocacy will take place at the Massachusetts Library Association Legislative Day in Boston on Thursday, April 2. National advocacy can be conducted by writing a letter to your Congressperson to oppose President Trump's proposed closure of the Institute of Museum and Library Services (IMLS).

*The Borrower's Policy should be reviewed this spring. Trustees will want to consider adding a description of auto-renewal, reviewing library fines, and a clarification of the Holds Pick-Up Procedure.

The Board had some discussion.

For additional details, see the Director's Report of February 19, 2020.

V. NEW BUSINESS

A. Spring 2020 Advocacy – Legislative Breakfast and Legislative Day

B. BOLT Bylaws – The Trustee Bylaw sub-committee chair addressed the Board with the final draft of the amended and updated Trustee Bylaws. The entire document was review by the Trustees and voted upon to be presented to Town Council for their review and approval.

Cindy MacNaught made the motion to accept the amended Trustee Bylaws draft. David Boucher seconded and it passed unanimously.

VI. OLD BUSINESS

A. None

VII. OTHER BUSINESS

A. Library Friends News – The Friend held their monthly meeting on February 4, 2020 and spoke about the preparation needed for the annual Friends of The Library Annual Chocolate Sampling event. Some Trustees attended this annual event. There was a steady stream of about 100 guests who attended the Chocolate Sampling. The event generated a couple of membership renewals and some new members joined at the door. At the end of the event, leftover chocolates and desserts were shared with the entire library staff. It was a nice afternoon.

B. Trustee Updates – On Friday, March 6, 2020, from 10 am -12 noon the MLTA will hold a Board meeting at the Shrewsbury Public Library. The evening will be devoted to their website development and all are welcome. If you have any suggestions or recommendations, you can easily communicate that information to them.

The MBLC has another Strategic Plan Stakeholder Workshop and the closest one to us will take place on Wednesday, March 11, 2020 at 1:30 pm – 3:30 pm at the MLS in Northampton on King Street.

A spring Trustee Orientation will take place on Tuesday, April 7, 2020 at the Monterey Public Library in Western Massachusetts. This event will take place at 6 pm – 8 pm. All Trustees are welcome to attend.

VIII. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, March 18, 2020 at 6 pm.

IX. ADJOURN

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

The meeting adjourned at 7:10 pm.

Respectfully submitted,

Melanie Mannheim,

Secretary

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