

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for February 20, 2019

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, February 20, 2019 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Diane Tiago, Melanie Mannheim, Cindy MacNaught and Michael Gray. Virginia Robbins and David Boucher were absent. Layla Johnston, Library Director, was also present.

I. Call to Order:

Chairperson, Diane Tiago called the meeting to order at 6:05 pm.

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

II. Meeting Minutes

Minutes for the January 16, 2019 meeting needed approval. Cindy MacNaught motioned to accept the minutes as presented. Michael Gray seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

None

IV. DIRECTOR'S REPORT

A. Narrative:

*Director Layla Johnston reported that the library is participating in the Cradles to Crayons Pajama Donation Drive and all donations are kept in Western Massachusetts to benefit local DCF offices.

* Also, the library will host a genealogy workshop on Saturday, February 23rd at 11am at the Library and Maureen LaBranch will instruct the class.

* The Great Decisions adult program meets twice a month on Tuesdays and their next meeting will be held on March 5th at 6pm.

*Layla Johnston reminded Trustees that if anyone would like to make a personal donation to the annual ELHS Trustees Book Award, checks are to be brought to her by March 20th.

*Layla included in our packets all the detailed instructions for the Conflict of Interest training. All members of boards and commissions are required to complete a Massachusetts Conflict of Interest training every other year and this is our year to do so. All Trustees need to complete the online training and submit his/her completed certificate by our next Trustees meeting.

For additional details, see the Director's report of February 20, 2019.

Diane inquired if any Trustees were attending any library programs offered and Michael Gray is participating in the Great Decisions program and shared his information and opinions with the Board. Based on the library's Cover to Cover monthly newsletter, Diane mentioned that there is a new library assistant who works at the Circulation Desk. It was noted that our library purchased a computer which adds a third work-station to assist with the checkout of materials. This work-station is located at the lower handicap accessible area at the circulation desk.

B. Financial Report: Layla Johnston submitted an abbreviated Financial Report.

Diane commented that we will receive the other half of State Aid in April 2019.

Diane recommended that we add a section for correspondence/Q&A time to the next Trustee agenda and this would remain on the agenda. This item on the agenda would be for the Board and the Library Director to discuss what's currently happening in the library world. This would also open the Board to a healthy discussion on any library topics that come into the current times at our Library.

Cindy MacNaught made the motion to accept the Directors Report and Michael Gray seconded the motion and the motion passed unanimously.

V. NEW BUSINESS

BOLT Bylaws – Layla Johnston is recommending that the Trustees reduce the amount of monthly meetings in one year. Layla provided each Trustee with a copy of the current Bylaws policy in our hand-outs for our review. She is interested in holding Trustee meetings quarterly or perhaps every other month. Layla advised us that she already contacted our Town Manager, Denise Menard. Layla reminded us that the last time we reviewed the Bylaws was in October 2017 and that the Trustees would need to revise the Bylaws if any changes were to be made. After further discussion, the Board decided that we will address this topic at the next several meetings. The Trustees are not making a decision at this time due to the fact that we have two absent Trustees who would need to weigh in on this pertinent discussion. Also Ginny Robbins' term will soon be up and we will then be welcoming another Board member at that time and we will have another viewpoint on this topic.

VI. OLD BUSINESS

None

VII. LIBRARY FRIENDS' NEWS

*The Friends Chocolate Sampling event took place on Saturday, February 9th from 1-3 pm. They had a great outcome which included 20 Friends members, 49 people paid at the door, 1 new member joined the Friends and 1 person renewed her membership at the door.

*The Summer Outdoor Collection will soon return during the warm weather months so many will be playing the lawn games.

*Monday, March 4th at 7pm will be the next Friends meeting at the library and they welcome anyone to attend and/or offer to serve on the Friends Board.

VIII. LEGISLATIVE NEWS

*Diane reported that the Legislative Breakfast took place on February 8th at The Storrs Library in Longmeadow. Diane did attend this event and she returned with many hand-outs of what's going on at a glance. That information included the following:

- State aid to regional libraries (the appropriation of 2019) was 41% below the highest allocation ever (which was back in 2002).
- State aid to public libraries was 3% below the highest allocation which was back in 2009.
- Library Technology and Resource Sharing is 36% below the highest allocation which took place in 2001.

Diane added that these are reasons why it's important to keep advocating for libraries and this is why we especially need our Friends of the Library.

*The Board further discussed state aid and our legislators. Legislative Day in Boston will be on March 5th at the State House. Diane reported that she will attend this event along with Laura Palmer and Jody O'Brien. They will be going with the Western Mass Library of Advocates.

*The Massachusetts Library Trustee Institute will be held on Saturday, April 27th at 9:30am -3:00 pm in Worcester and their main focus will be on advocacy.

*Ginny Robbins' term will expire in April. Due to her commitment to the library and residents of the town, a recognition ceremony for 40 years of service as a Library Trustee will take place at 6:30pm in the Community Room of the Library on Wednesday, April 17th.

IX. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, March 20, 2019 at 6 pm.

IX. ADJOURN

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

The meeting adjourned at 7:03 pm.

Respectfully submitted,

Melanie Mannheim, Secretary

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