

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for February 21, 2018

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, February 21, 2018 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Charles H. Gray, David Boucher, Melanie Mannheim, Cindy MacNaught, and Diane Tiago. Virginia Robbins was absent. Layla Johnston, Library Director, and guest, Michael Gray were 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 January 17, 2018 meeting needed approval. Cindy MacNaught motioned to accept the minutes as presented. David Boucher seconded the motion and it passed unanimously.

III. GUESTS OPPORTUNITY TO ADDRESS THE BOARD:

Michael Gray, candidate for appointment to the Board by the Town Manager, was present to observe the meeting.

IV. DIRECTOR'S REPORT (Summary):

A Narrative:

- * The library has recently added 2 new items to the circulating collection: a telescope, sponsored by the Friends of the East Longmeadow Public Library, and 3 wireless hotspots that provide unlimited internet access.

The telescope is a compact, table-top Orion Starblast, and is part of a library lending program run by the Aldrich Astronomical Society. The Aldrich Society will visit the library to train all staff on proper use and storage of the telescope in May. The telescope may be borrowed for one week with no renewal.

The wireless hotspots are on the T-Mobile network, have unlimited high-speed data, and can power up to 14 devices at one time. The hotspots can be used to access the internet from anywhere the patron needs connection: from home, on vacation, etc.

- * The Starling devices are in demand. The children's department is demonstrating use of the device during their story times, and all 5 devices are currently checked out. The Starlings may be borrowed for two weeks with no renewal.
- * The library will be open on Saturdays year-round, effective June 2018. The change is due to the response from East Longmeadow residents who responded to the Strategic Planning Committee's survey in 2017. The community request for library access on Saturdays during the summer months is included in the library's Strategic Plan for Library Services for FY2019 – 2024, and in our First Year Action Plan for FY2019. Upon discussion with Town Manager Denise Menard, it was determined that the East Longmeadow Public Library will maintain open hours from 9:30 am to 4:00 pm on Saturdays.
- * A retirement open house and celebration for Jenny Kinder, Children's Librarian, will be held in the children's activity room on Wednesday, February 28, from 4 to 6 pm. Refreshments will be offered, special story times and games with an Olympics theme for our younger patrons. Guest speakers Cindy MacNaught, Charles H. Gray Jr., and Christina Cooper have been invited to say a few words about Jenny's service to the library.

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Layla Johnston mentioned that any Board member who would like to contribute to this year's Book Award for a student of the East Longmeadow High School junior class, they should bring their donation to her before or at the board meeting to be held on March 21. The Awards Night presentation is the first Thursday in May.

B. Financial Report:

Layla Johnston submitted an abbreviated Financial Report. She stated that the second half of our payment for State Aid to Public Libraries will most likely be received towards the end of the fiscal year.

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

V.

New Business:

A. Meeting Room Policy: Hours Revision

Due to the fact that the library will be open on Saturdays year-round effective June 2018, the Meeting Room Policy needs to reflect the change by removing the words "Saturdays from June through Labor Day."

Melanie Mannheim made the motion to amend the policy to state the following: "... the Library is closed on Sundays and on State and Federal Holidays." Cindy MacNaught seconded the motion and it passed unanimously.

VI. Old Business:

A. Social Media Policy:

Diane Tiago referred to the MBLC's Trustees Handbook, Chapter 4 entitled Policy Making which states: "...trustees have the legal responsibility and authority to make policy.....". She reviewed the research process that was taken over several months to create the new policy in an effort to ensure due process of the law. Members listened to Library Director, Layla Johnston's recommendation and the Board agreed it was time to take a vote.

Melanie Mannheim motioned to approve the draft that was presented at the January 17, 2018 meeting and create the library's official Social Media Policy. Cindy MacNaught seconded the motion and it passed unanimously. As with any other policy, revisions will be made accordingly.

VII. Other Business:

A. Charles Gray made reference to last month's meeting regarding the significant damage to the sidewalk in front of the main entrance doors. His recommendation for consideration is to have permanent planters that are more aesthetic to the library building rather than having two upright metal barriers embedded in the ground to keep cars off the sidewalk. Various flowers and plants would make for a more welcoming appearance to patrons.

B. The Annual Year End Report has been submitted to the Town Manager and upon her approval will be posted on the Library's website.

C. Michael Gray announced that he will start the Chess Club on March 7th.

B. Library Friends News:

Melanie Mannheim provided an update of the Friends' activities:

1. The "**Hole**" **Lot of Fun** mini-indoor golf fundraiser is set for Saturday, March 17th from 10AM – 3PM. \$3 to play (\$10 family maximum).
2. Additional details about the table-top Orion Starblast telescope and lending program were discussed. The telescope should arrive in May. Plans for a dedication ceremony are being considered. Details are not finalized at this time.
3. The Friends website has been completed. Individuals may go to the Library's website and click on the "Friends" tab to gain access to the site.

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

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

The meeting adjourned at 7:00 P. M.

Respectfully submitted,

Diane A. Tiago, Secretary

