

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

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, March 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 6:10 PM.

This meeting was videotaped for later broadcast on ELCAT.

II. MISCELLANEOUS:

Charles Gray asked to have one item under Item V. New Business moved up on the agenda. All members concurred. Charles Gray pointed out that the next scheduled meeting in April is scheduled after his term expires and, therefore, this was his final meeting as a member of the Board of Library Trustees. He expressed his gratitude to the community, members on the board, the present and past library directors, and the staff. He recognized the library support and leadership from members of the former Boards of Selectmen, the current Town Council, and the current Town Manager. In his closing remarks, he articulated that he was most appreciative of his wife and family for their understanding of his absences and their support during his tenure.

III. MEETING MINUTES:

Minutes for the February 21, 2018 meeting needed approval. Melanie Mannheim motioned to accept the minutes as presented. Cindy MacNaught seconded the motion and it passed unanimously.

IV. GUESTS OPPORTUNITY TO ADDRESS THE BOARD:

Charles Gray commented that both Melanie Mannheim and Michael Gray have been appointed for 3 year terms starting in April. He welcomed Michael Gray and noted that since Melanie is currently on the board, it will be a smooth transition.

V. DIRECTOR'S REPORT (Summary):

A Narrative:

- * Layla Johnston has spoken with Joe Dunn, Building Facilities Manager, about the suggestion to have planters installed in front of the library's wheelchair accessible ramp. The planters would play dual roles as items that would be aesthetically pleasing to the library sidewalk and prevent individuals from driving onto the library sidewalk. She will keep the trustees updated on whether or not the project can move forward.
- * Jenny Kinder's retirement celebration was well attended. Over 100 members of the public participated. There were Olympics themed games and a farewell story time. Jenny's last day was March 1st.
- *
Children's Assistant Michele Lemire has accepted the position of Children's Librarian.
- * Ms. Johnston introduced the topic of overdue fines under "New Business" on the trustees' agenda. She placed in each trustee's packet an article from "A Publication of the Public Library Association" that related to a national trend to reduce or eliminate overdue fines.
- * East Longmeadow High School Awards Night will be held on Thursday, May 3. Any member of the Board that would like to contribute to this year's Book Award that will be presented to a member of the junior class should bring their donation to Ms. Johnston as soon as possible.

B. Financial Report:

Layla Johnston submitted an abbreviated Financial Report. All accounts are on track for the fiscal year.

Melanie Mannheim motioned to accept the Director's report with an amended retirement date for Jenny Kinder.

Cindy MacNaught seconded the motion and it passed unanimously.

VI. New Business:

A. Overdue Fines:

Layla Johnston would like to start a discussion regarding reducing or eliminating fines. According to Ms. Johnston's research and an article published by "A Publication of the Public Library Association," fines do not encourage the timely return of materials and may actively constitute a barrier to access for patrons that may need to use the library most. According to another article entitled "Long Overdue" by Ruth Graham, libraries that have eliminated fines report that "staff members are happy because they no longer spend time locked in awkward exchanges with patrons who are angry, distraught, or indignant about their overdue fines."

Further discussion is needed regarding materials that are not returned after sufficient notifications.

VII. Old Business:

Social Media Policy:

Charles Gray distributed copies of the American Library Association's Library Bill of Rights and read the 6 basic policies that should guide the services of a library. Mr. Gray stated that the East Longmeadow Public Library's policies adhere to the Library Bill of Rights as best as they can. Then he read some statements that are currently in our Social Media Policy. He pointed them out for future consideration as to whether or not they are in line with the ALA's Library Bill of Rights.

VIII Other Business:

. A. Library Friends News:

Melanie Mannheim provided an update of the Friends' activities:

1. The "**Hole**" **Lot of Fun** mini-indoor golf event on, March 17th was well attended. The next Friends' meeting will provide more statistics.
2. Wednesday, April 4th, the Friends will be starting the Spring Basket fundraising event. The drawing will take place on May 9th.
3. May 1st the Friends will be participating in the "Valley Gives Day."
4. Around May 1st patrons will have the opportunity to borrow items from the summer outside collection program.

VIII. The next meeting of the Board of Library Trustees will be held on Wednesday, April 18, 2018 at 6 p.m.

Charles Gray requested a motion to adjourn. Melanie Mannheim made the motion.

The meeting adjourned at 7:10 P. M.

Respectfully submitted,

Diane A. Tiago, Secretary