

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for April 17, 2019

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, April 17, 2019 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Diane Tiago, Melanie Mannheim, Cindy MacNaught, Michael Gray and David Boucher. Virginia Robbins was absent. Layla Johnston, Library Director, and Town Manager, Denise Menard, were also present.

I. Call to Order:

Chairperson, Diane Tiago called the meeting to order at 6:02 pm.

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

II. Meeting Minutes

Minutes for the March 20, 2019 meeting needed approval. David Boucher motioned to accept the minutes as presented. Cindy MacMaught 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's elevators were inspected and tested the last week of March and the DPW will soon send us the certificate.

*The walls in the two study rooms on the second floor were painted in early April.

*In support of the East Longmeadow Food Pantry, the library will be offering Food For Fines during the month of April. This program allows patrons to have \$1 of their fines forgiven in exchange for each non-perishable food item donated to the Food Pantry. Also, lost and billed items are not eligible for the Food For Fines program and bills must be paid for the patron's account to be cleared. Any questions can be addressed to the circulation department by calling 413-525-5400, ext. 1511.

*The East Longmeadow High School Awards Ceremony will be held on Thursday, May 2 at 7 pm. Cindy MacNaught will advise the Board if she can attend this event to present the Board of Library Trustees Book Award to the award recipient, an East Longmeadow High School junior.

*The children's department is offering a new creative writing program for youth in grades 3-5. Their first meeting will be on Friday, April 26 at 3:30 pm. This group will meet monthly.

*Wednesday, May 6 at 6 pm, the Library will host Julie Stepanik as she teaches an introductory lesson on the fundamentals of playing the ukulele. This program is offered to anyone ages 12 and older.

*The final meetings of the Great Decisions program for adults will be held on Tuesday, May 7 and Tuesday May 28 at 6 pm in the community room. Funding for this program is provided by the Anastasia N. Manitsas Memorial Speaker Fund.

*Layla Johnston reported she received notification that the Library can expect to receive the second half of our State Aid grant in early May.

For additional details, see the Director's report of April 17, 2019.

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

Diane inquired about the funds in the Library Gift Account and some discussion arose. Layla explained that some of this money is used to purchase books and materials while other funds are used to satisfy donors' special requests. Also, the Copier Account was not meant to generate revenue, but to cover the cost of the lease of the copier and replenish supplies such as ink, toner and paper.

Cindy MacNaught made the motion to accept the Directors Report and Melanie Mannheim seconded the motion and the motion passed unanimously.

V. NEW BUSINESS

None

VI. OLD BUSINESS

None

VII. Other Business

A. Library Friends News

*The Friends Spring Baskets and Beyond fundraising event is going on at this time and anyone interested may purchase tickets at the front desk. All baskets are currently displayed in the main lobby.

* The Friends are looking into purchasing new museum passes for the Library.

* Monday, May 6th at 7 pm will be the Friends' FY2019 Annual meeting at the Library and they welcome anyone to attend and/or offer to serve on the Friends Board.

B. Trustee Updates

We do not have any new interested individuals to serve at this time. Denise Menard, Town Manager, did post information about Trustees on the town website. Denise Menard reported she has heard nothing thus far. Diane Tiago will make sure this new Trustee information is also posted on The Friends website.

VIII. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, May 15, 2019 at 6 pm.

IX. ADJOURN

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

The meeting adjourned at 6:20 pm.

Respectfully submitted,

Melanie Mannheim, Secretary

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