

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for May 15, 2019

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, May 15, 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. David Boucher was absent. Layla Johnston, Library Director, and guest, Samuel Van Buren were 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 April 17, 2019 meeting needed approval. Layla Johnston made note of one spelling error. Cindy MacNaught motioned to accept the minutes with the correction noted. Michael Gray seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

Samuel Van Buren was our guest and he was the recipient of this year's East Longmeadow Public Library Board of Trustees Book Award. The East Longmeadow High School held their annual Achievement Awards night on May 2, 2019 at 7:00 pm and Melanie Mannheim presented the award along with Layla Johnston. Sam's future plans are to attend college to study immunology and virology and get a masters degree and perhaps a PhD. His plans are to research vaccines. Cindy MacNaught commented that he was a big help to her while she worked at the library and Cindy was grateful for his help and assistance. The Board expressed their best wishes to all his future endeavors. Sam also won the Elms College Book Award and also the Foreign Language Department Award in Silver Maxima Cum Laude for Latin 3. Sam was grateful and took the time and thanked the entire Board.

IV. DIRECTOR'S REPORT

A. Narrative:

*Director Layla Johnston thanked everyone who helped make the reception for Virginia Robbins' a great success. There were approximately 25 people in attendance at the reception party on Wednesday, April 17th.

*Notice of the current vacancy on the Library Board of Trustees was posted on the town community bulletin boards, on the library website, on the town website and included in the library newsletter. The Town Manager's office sent a notice of the vacancy to The Reminder.

*Building maintenance – a window on the second floor was replaced in April and this was just general maintenance.

*Town manager Denise Menard is working to increase safety and security in all town buildings and offices. Together, Denise Menard and Layla are addressing some safety concerns for our library. They are addressing the risks of allowing the general public access to staff work areas through the door adjoining town hall and the library. Layla included in our packets an article from American Libraries that notes the need for increased security measures in libraries of all sizes and types. Allowing public access to the staff work area puts patron circulation records at risk. Layla and Denise plan to petition the Planning Board to amend the library's Special Permit that requires library staff to allow public access to the door between town hall and the library. They are also working cooperatively with the Planning and Community Development Director, Chiefs of Police and Fire and Building Commissioner to address the need to restrict the public from staff work areas.

*The Building Commissioner reviewed the Special Permit requirements regarding the vestibule door as well as the plans for the building. The Commissioner noted that the structure has a sufficient number of exits that meet requirements for egress doors in case of emergency without including the vestibule door in that count. The plans for the building show the door between the town hall and the library allow access to a workspace and storage area, which the public should not have access to.

*The Library received the second half of our State Aid to Public Libraries award and that is updated on this month's financial report.

Diane added the information of a need for another Trustee is now listed on the Friends website.

Layla reported that the window was replaced because the soffit rotted away on the window of the second floor and assured us that it was just general maintenance.

For additional details, see the Director's report of May 15, 2019.

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

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

V Other Director's Information

C. Vestibule Door - Layla noted Denise Menard is in charge and responsible for building management. Layla will keep us posted on all building safety information including the vestibule door.

D. Town Budget - Layla provided us with an update on the Town Budget. It's still in the draft stages and Town Manager, Denise Menard, submitted the draft in April 2019. Town council will review it. In October 2018 Layla submitted her capital budget request and the library's operating budget was due in January 2019. These are for the Town Managers Budget.

E. Legislative News – The Center For The Book and MBLC is requesting the community to contact their legislators for additional financial support.

F. Summer Reading Club theme and starting date – The theme is “A Universe of Stories” and that starts on June 17th with the Summer Reading Club kickoff on Thursday, June 20th at 5:30pm at the library.

VI. NEW BUSINESS

BOLT reorganization - Reorganization of the Board. The Board decided that all officers of Chair, Vice-chair and Secretary will all remain as is and there will be no changes. Cindy MacNaught made the motion to accept this reorganization of the Board and Michael Gray seconded the motion and the motion passed unanimously.

VII. OLD BUSINESS

BOLT bylaws -

Layla explained that most boards, including the Executive Committee that she is on at CWMARS, have term limits written into their bylaws to ensure fresh ideas are rotated. Example: individuals are limited to two consecutive terms which means an individual must leave the board for one term, but can return, if desired. Other boards require a rotation of officers annually to ensure fresh ideas. These requirements are written in their bylaws.

Diane distributed copies of pages from the Trustees handbook that concurred with Layla's recommendations. Another point mentioned was the importance of regular attendance and the consequences of consecutive absences without good, justifiable cause. These topics will be agenda items to be discussed further.

The Board discussed whether to change the language in the bylaws regarding monthly meetings. The options were whether or not to:

- 1) specify a month as a “vacation” month like some other trustees' bylaws do
- 2) decrease the number of meetings in a year
- 3) leave it stand as it is at this time.

After some consideration, the final decision was to leave the language as is at this time. The Board's intent is to have twelve meetings per year to keep our meetings and updates consistent with library information and happenings. Another reason given was should there be an unforeseen closure of the library due to power failure, weather, etc. the time lapse between meetings would not be severely significant.

The Board had some discussion about retaining the 3rd Wednesday of every month for our Trustee monthly meeting which is, as Layla pointed out, at the directive of the Town Manager. No change can be made.

VIII. Other Business

A. Library Friends News

*On Monday, June 3, 2019, the Friends will have their annual end of the fiscal year pot luck dinner and their last meeting of the year will follow from 7-8 pm. Laura Palmer has stepped down as President after many years of dedication and will help out as much as she can but the Friends are still looking for a new President.

*The Friends are looking into the possibility of adding some museum passes at the request of Sharon Bellenoit.

*The Friends had another successful year and their efforts do so much good to support our library. In the past, whenever there has been a request for funding for a program, the Friends provide the monies well in advance. The Friends have appropriate funds for numerous programs for the Library. Some staff members were able to take advantage of the funds that the Friends had set aside for continuing education. Layla reported that 4 staff members will attend the Massachusetts Library Association conference in Framingham and this is the first conference for all four staff members. They will learn about different library products and will have an opportunity not only to test the products but to also receive updated information on those products. The Friends are paying for the conference registration. Layla is happy they will attend and this will be a great educational opportunity for the staff.

B. Trustee Updates

1. Diane reported there is a Trustee orientation in Lenox and it is tomorrow, May 16, 2019 and it's an informative conference for new Trustees. Diane asked Layla what our library needs to do in order to be qualified to host a Trustee workshop event. Layla explained that the Trustees would contact Maura Deedy because she handles all Trustee issues with MBLC. Layla will look into this a little further and report back to the Board.
2. The MBLC Board is meeting Thursday, September 5th from 10-12, at the Forbes Library in Northampton, MA.
3. Diane reported that the Massachusetts House has approved a budget increase for libraries and it's now a great time to contact Senator Eric Lesser since he is a co-chair at the Massachusetts Statehouse.
- 4 Diane received a letter from Congressman Markey, from Washington D.C., about the LSTA services and he has signed multiple appropriation letters for the fiscal year 2020 for the IMLS and Elizabeth Warren also signed on. It's good to know both senators signed on for this.
5. The Trustee Institute conference was on April 27th and Diane will forward us the advocacy slides and all the information about this advocacy program for the Board to read at their leisure.
6. Diane passed out some information about the Roles and Responsibilities Guidelines and the MOU (Memorandum Of Understanding) between the Friends and the Library. This paperwork was taken from the United For Libraries pamphlets provided to us as a guideline for libraries. Trustees were asked to peruse through the provided information and Diane will provide us with a rough draft for our library to have its own MOU that's geared to our own library policy and guideline.

IX. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, June 19, 2019 at 6 pm.

X. 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 6:11 pm.

Respectfully submitted,

Melanie Mannheim, Secretary

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