

**EAST LONGMEADOW PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**  
Meeting Minutes for May 16, 2018

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, May 16, 2018 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: David Boucher, Melanie Mannheim, Cindy MacNaught, Michael Gray and Diane Tiago. Virginia Robbins was absent. Layla Johnston, Library Director, and guests, Ms. Grace Rajan and her parents, Anita Rajan and Moses Rajan were also present.

**I. Call to Order:**

Vice-Chairperson David Boucher called the meeting to order at 6:02 pm.

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

**II. Re-Organization:**

Vice-Chair David Boucher announced he would accept nominations for Chairperson, Vice-Chair, and Secretary.

Melanie Mannheim nominated Diane Tiago for Chair. Diane Tiago accepted the nomination. Cynthia MacNaught seconded the motion and the motion passed unanimously.

Michael Gray nominated David Boucher for Vice-Chair. David Boucher accepted the nomination. Cynthia MacNaught seconded the motion and the motion passed unanimously.

Cynthia MacNaught nominated Melanie Mannheim for Secretary. Melanie Mannheim accepted the nomination. Diane Tiago seconded the motion and the motion passed unanimously.

**III. Meeting Minutes**

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

**IV. GUESTS OPPORTUNITY TO ADDRESS THE BOARD**

Grace Rajan was the recipient of the East Longmeadow Public Library Trustee Book Award. She received the award at the ELHS Student Achievement Awards Night on May 3, 2018. She and her parents attended the meeting to express their appreciation to all members on the Board. The award is presented to a student in the Junior Class who has exhibited an intellectual interest for libraries and the issues facing all libraries today. Grace is a regular volunteer at the library, helping with summer reading programs, and manages an after school computer coding program for youth.

**V. DIRECTOR'S REPORT**

A. Narrative: The Director's report of May 16, 2018 brought the Trustees up to date with regards to the planters at the west entrance to the library. The Town electrician will replace the lights over the circulation desk and the Giving Wall. The Children's Department staff reorganized the Resource Room, Activity Room and storage closet. The Summer Reading Kick Off event will be held on Thursday, June 21 from 5 – 7PM. The Pioneer Valley Planning Commission is hosting a free workshop for members of public board and commissions on Monday, May 21, 2018 at 10 am until 1 pm regarding Open Meeting Laws and ethics training.

For additional details, see the Director's report of May 16, 2018.

B. Financial Report: Layla Johnston submitted an abbreviated Financial Report. Layla stated that the second half of our payment for State Aid to Public Libraries has been received and reflected in the updated amount. July 1, 2018 starts the 2019 Fiscal Year.

Cynthia MacNaught made the motion to accept the Directors Report with amendments and David Boucher seconded the motion and the motion passed unanimously.

## **VI. NEW BUSINESS**

### **Borrowers Policy:**

Layla Johnston discovered that East Longmeadow Public Library does not have an approved Borrowers Policy. She presented the board with an example of a borrower's policy from Lincoln Library in Springfield, IL. Due to East Longmeadow's membership with CW Mars, sections of the new policy will be dictated by CWMARS. Present borrowing privileges can be found on the library's webpage.

The Board will continue the discussion and creation of a policy at our next meeting.

## **VII. OLD BUSINESS**

### **Overdue Fines:**

Layla Johnston referred Trustees to a list of additional articles written about the topic of reducing or eliminating overdue fines. A discussion began among the Trustees as to the pros and cons of fines and whether or not they should be eliminated. The board will continue to evaluate the current fine structure and discuss at future meetings.

## **VIII. LIBRARY FRIENDS' NEWS**

Melanie Mannheim provided an update of the Friends' activities:

1. The Friends just held their Spring Basket Fundraiser. Congratulations to all the winners.
2. Valley Gives Day was held on May 1, 2018, and the Friends of the East Longmeadow Public Library received over \$500 in donations.
3. On June 11, the Friends will begin their annual paperback book sale in the Library.
4. The Summer Outdoor Collection is now in the lobby area for patrons to borrow. During the months of May through October, library patrons are able to check out a croquet set, tennis rackets, and a number of other lawn games.
5. The Friends next meeting will be June 11 at 7 pm. The Friends will not meet in July, or August, and will resume meeting in September.

## **IX. NEXT MEETING**

The next meeting of the Board of Library Trustees will be held on Wednesday, June 20, 2018 at 6 pm.

## **X. EXECUTIVE SESSION**

Cynthia MacNaught made a motion to enter into an executive session at 6:59pm for the purpose of discussing Article II, Section 3 of the Trustees by-laws. **Michael Gray seconded the motion.** A roll call vote was taken and the results were as follows:

Cindy MacNaught - Yes  
David Boucher - Yes  
Michael Gray - Yes  
Melanie Mannheim - Yes  
Diane Tiago - Yes  
Virginia Robbins - Absent

The board returned to open session at 7:25 pm.

## **XI. ADJOURN**

Melanie Mannheim motioned to adjourn the meeting at 7:29. Michael Gray seconded the motion, and it passed unanimously.

Respectfully submitted,  
Melanie Mannheim, Secretary

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