

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for May 20, 2020

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, May 20, 2020 via Zoom video conferencing. Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 19, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting was conducted via remote participation to the greatest extent possible.

Trustees present were: Diane Tiago, David Boucher, Cynthia MacNaught, Melanie Mannheim, Michael Gray and Kendra Levesque. Layla Johnston, Library Director, was also present. Ryan Quimby, IT Director for the Town of East Longmeadow, was also present to host the Zoom meeting.

I. CALL TO ORDER

Chairperson, Diane Tiago called the meeting to order at 6:01 pm.

This meeting was audio and videotaped via Zoom for future broadcast on ELCAT as well as provided live streaming to Facebook.

II. MEETING MINUTES

Minutes for the April 15, 2020 meeting needed approval. Cindy MacNaught motioned to accept the minutes. Michael Gray 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 Town Manager is currently searching for a replacement for the town's Finance Director. Three part-time circulation clerks were furloughed, effective May 2, 2020. Budget discussions are on-going and due to the pandemic, it is unclear when the Town's FY21 budget will be finalized. The Financial Oversight committee meets on Wednesday mornings at 10am.

*Two Trustee terms will be concluding in June and those individuals should inform the Library Director and the Town Manager via email if they would like to request to either renew the term or discontinue service at this time. Layla personally thanks all Library Trustees for their service to the Town of East Longmeadow Public Library.

*The Library offered a virtual lecture for adults through a video link on May 11th. The Library offers a book discussion for adults on Tuesday nights at 7pm on the Library's Facebook Page. Maura Mara facilitates a "bring your own book" Social Distancing Book Club for library patrons to discuss any interesting fiction or non-fiction books with other readers, and reading recommendations for people looking for something good to read while staying at home. Circulation Supervisor, Erika Petrosky, hosts a weekly Cookbook Club on Instagram on Thursday's at 6pm. Please follow the library on Facebook and Instagram to participate in these virtual programs.

*The Children's Department provides virtual story time for all the young readers. On the Library's Facebook Page, you can find Ms. Kay on Tuesday's at 10:30am, Ms. Darcy Kane hosts PJ Story Time on Wednesday's at 6:30pm, Ms. Jamie offers story and a craft on Friday's at 10:30am, and Ms. Michele reads a story on Saturdays at 10:30am. Thank you to the many publishers who have relaxed copyright restrictions for librarians and educators at this time. Thank you to Dona Maki and Jamie at ELCAT for creating a video highlighting the many virtual programs.

*Library staff continue to plan a virtual Summer Reading Program for all ages. This year's theme "Imagine Your Story" will be promoted on the library's website, social media accounts and email newsletter. Virtual Programs will be offered on a weekly basis.

*The Library Director attended a webinar on legal liability and library openings on May 15th.

*MBLC Update – The Library Director is currently registered for an Annual Report Information Survey (ARIS) workshop provided virtually by the MBLC and this will take place on June 11th. Topics will include changes due to statistical reporting due to pandemic-related library closures state-wide and relaxed deadlines for report submission. ARIS reports will be due in September but this is only an estimate and subject to change based on Governor Baker’s Phased Reopening Plan.

*The MBLC has a draft of phased reopening guidelines for libraries currently under peer review. Library Directors anticipate receiving the guidelines in the next few weeks.

The Board discussed the staffing situation and Layla informed the Trustees that nobody was laid off. The Health Department will handle the details with deep cleaning and sanitizing the building. Curb-side returns will all be contact-free and curb-side pick-up will be in place very soon.

For additional details, see the Director’s Report of May 20, 2020.

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

V. COMMITTEE REPORTS

None

VI. OLD BUSINESS

Borrowers Policy – The Board reviewed the amended Borrowers Policy and made two minor changes. This policy will be effective as of today.

Cindy MacNaught motioned to accept the amended Borrowers Policy with the two changes and Kendra Levesque seconded, and the motion passed unanimously.

VII. NEW BUSINESS

A. Board Reorganization – The Board discussed the reorganization of the slate of officers. Michael Grey was elected to be Chairperson, David Boucher was elected to be Vice-Chair and Kendra Levesque was elected to be Secretary. There was a vote of the Trustees that passed unanimously. Diane Tiago has agreed to stay and remain on the Board as an appointed Trustee until a new Trustee is appointed.

VIII. FRIENDS OF THE LIBRARY REPORT

All Friends meetings are currently on hold

IX. OTHER BUSINESS

Diane suggested that the Trustees consider an addendum in the Meeting Room and Conference Policy for the time being. During the Governor’s Phased Reopening Plan, there will be no meetings held due to social distancing. David Boucher offered to explore the policy and provide the Trustees with a draft addendum at the next meeting.

X. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, June 17, 2020 at 6 pm.

XI. ADJOURN

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

The meeting adjourned at 7:02 pm.

Respectfully submitted,

Kendra Levesque,

Secretary

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