

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

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, July 17, 2019 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Diane Tiago, Melanie Mannheim, David Boucher and Kendra Levesque. Cynthia MacNaught and Michael Gray were absent. Layla Johnston, Library Director, was also present.

I. CALL TO ORDER:

Chairperson, Diane Tiago called the meeting to order at 6:05 pm.

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

II. MEETING MINUTES

Minutes for the June 19, 2019 meeting needed approval. David Boucher motioned to accept the minutes. Melanie Mannheim 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 Planning Board unanimously revoked the requirement in the library's Special Permit requiring that we allow the public into staff work areas in order to access the door adjoining town hall and the library. The Special Permit still stands. After the 20 day appeal period, the Library Director will file the certified copy of the decision with the Hampden County Registry of Deeds. The 20 day appeal period expires on June 18th.

*The ARIS annual report is completed and the Library Director is ready to submit the report to the Massachusetts Board of Library Commissioners (MBLC).

*Financial Information: Board of Library Trustees Book Award Procedure

The Town's Finance Director reviewed the procedures required to authorize payments from all library accounts. The Trustees will therefore need to update their practices for the Annual Book Award if they wish to continue to offer the award in the future. Library accounts, the library director and library staff can no longer be involved with the award selection process, the solicitation of donations from Trustees to fund the monetary award, or the issuance of payment to the award recipient. Layla recommends the Trustees to form a committee that can make a recommendation to the full Board regarding Book Award Procedures. That committee would work with the Library Director, Finance Director Sara Menard and East Longmeadow High School Secretary Ms. Terry Hellyer and the high school guidance counselors in order to ensure the award process is following a method consistent with other organizations. The Library Director may continue to order the book. The award could be called The Board of Library Trustees Book Award if the Board wishes to do so, however, the award procedures would need to be reviewed and approved by Sara Menard, the town's Finance Director.

*Summer Reading: A Universe Of Stories

The library has been very busy with all the outstanding programs for A Universe Of Stories. Thus far, we have over 1,000 children registered and nearly 300 people attended the Kick-Off event on June 20, 2019. On Friday, we had a visit from Blades, the Boston Bruins mascot.

Not only was Senator Eric Lesser visiting the library, but representatives from the MBLC were also present.

Registration for this event was full and the community room was packed with children and parents.

The Board discussed the Vestibule Door Policy and Layla explained that The Planning Board revoked the requirement. The Special Permit still stands. Layla Johnston recommends discontinuing the Vestibule Door Policy since the public will no longer have access to that door. The Board would have to vote on that policy since it is not an automatic pull.

Diane Tiago mentioned to the Board that every year in May, the High School hosts an evening referred to as Awards Night. On that evening, scholarships are sometimes issued by non-profit organizations. The Garden Club and the Rotary Club issues scholarships at Awards Night. Perhaps that's something the Friends of the library can look into and see if they would be interested in this process for the High School Awards Night procedure.

ARIS Report - Layla provided each Trustee with a copy of the fourteen page "2019 Massachusetts Annual Report" (ARIS Report). This report is a requirement for our State Aid Grant. Layla explained that every year, the statistics are entered into this report for her to provide to the Massachusetts Board of Library Commissioners (MBLC). This report is now completed and provided to the Trustees for review, signature and submission to the MBLC. The reported fiscal year was from July 1, 2018 through June 30, 2019.

The Library Director spoke about the ARIS Report. Layla noted that our library currently has eight staff employees working 35 hours or more per week and the library also has ten staff employees working fewer than 35 hours per week. Layla noted the total usage of electronic collection amounts to 16,865 at our library and this statistic is very good compared to last year's number. The number of children's books were circulated a total amount of 56,278 times this past fiscal year. This statistic has increased by about 4,000 since last year and that is because the staff in the children's department made the children's space more organized and user friendly. They made better use of the space and therefore the books were easier to find and borrow from the library. The Interlibrary Loan (ILL) circulation transactions amounted to 205,498 and that is a fantastic number for Layla to report to the Trustees. The East Longmeadow Public Library was open for a total amount of 2,607 hours, which has significantly increased since last year. This increase is due to the expanded hours of the library being opened on Saturdays during the summer months. As of June 30, 2019 the library currently has 11,148 individual library card holders.

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

B. Financial Report: See Director's Report.

Melanie Mannheim made the motion to accept the Director's Report and David Boucher seconded the motion and the motion passed unanimously.

V NEW BUSINESS

A. Vestibule Door Policy

Melanie Mannheim made the motion to discontinue the Vestibule Door Policy and Kendra Levesque seconded the motion and the motion passed unanimously

VI. OLD BUSINESS

A. BOLT Bylaws

Melanie Mannheim reported that she and Michael worked on the first half of the policy and they will be meeting and addressing the second half of the policy. The Board had some discussion and we will revisit the Bylaws in September for recommendations from the Board and then final approval and vote.

VII. OTHER BUSINESS

A. Library Friends News

* The Friends fiscal year runs from May 1st through April 30th and their annual report is due in May every year. The reorganization of the Friends Board takes place every June and at this time, there is no President of the Friends Board but things may change in September when they meet again. In September, Friends Board Director, Toni Raczkowski, will conduct the meeting and then perhaps rotate the position as co-President until a permanent Friends President replacement has been made.

B. Trustee Updates

Diane Tiago inquired about the state aid budget and the Director and Board had some discussion about the topic.

Diane addressed the Trustees with some information about her dedication to the library and time spent being liaison between the Friends Board and the Trustees Board. It is good business practice to keep both The Friends and the Trustees in good communication by having a liaison between the two boards in order to keep the library information up to date. The Articles of Organization for The Friends of The East Longmeadow Public Library was approved on June 28, 1995. Although Diane abstained from voting on the Friends Board, she has given her resignation to The Friends in June 2019. Diane reminded the Board that both the Trustees Handbook and the United For Libraries strongly recommend

that libraries and their Friends group develop a MOU (Memorandum Of Understanding). She briefly read from a document titled "A Primer on Friends Operating Agreements," which was produced by The New York Friends of the Library. This document provided the clearest explanation and strong purpose for a MOU. United For Libraries, a division of the American Library Association, strongly recommends that the Friends group and the library develop a simple MOU. The Trustees, the Library Director and some representatives of the Friends Group should work together with great communication to draft the MOU. The purpose of the MOU is to put in writing the respective responsibilities and roles between the Friends and the library.

VIII. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, August 21, 2019 at 6 pm.

IX. ADJOURN

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

The meeting adjourned at 7:52 pm.

Respectfully submitted,

Melanie Mannheim, Secretary

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