

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for July 18, 2018

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, July 18, 2018 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Diane Tiago, David Boucher, Melanie Mannheim, Cindy MacNaught, Michael Gray and Virginia Robbin. Layla Johnston, Library Director, was also present.

I. Call to Order:

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

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

II. Meeting Minutes

Minutes for the June 20, 2018 meeting needed approval. Cynthia MacNaught motioned to accept the minutes as presented. Michael Gray seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

None

IV. DIRECTOR'S REPORT

A. Narrative: The Director's report of July 18, 2018 brought the Trustees up to date. Team Alex would like to place a bench in honor of Alex Blais near the library. Nearly 500 people attended the library's Summer Reading Kick Off event on June 21. CW Mars is also offering digital periodicals through OverDrive. Our library will soon be represented at the town's National Night Out event on Tuesday, August 7, 2018.

For additional details, see the Director's report of July 18, 2018.

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

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

V. NEW BUSINESS

None

VI. OLD BUSINESS

Refunds and the Borrowers Policy

The Board discussed the refunds section 4a on the library's Borrowers Policy. A discussion began among the Trustees not only about the tedious paperwork process but also how it can be quite time consuming for our dedicated library staff. After ideas and thoughts were presented, the Board decided and agreed to change this section of the policy to state that once a patron pays for a lost East Longmeadow item, refunds will not be allocated if the item is found.

Cynthia MacNaught made a motion to change the language in the Borrowers Policy. Michael Gray seconded the motion and the motion passed unanimously.

The Board also discussed section 3f in the library's Borrowers Policy. The Board discussed and addressed the importance of borrower confidentiality. The Board agreed to add a pertinent paragraph with reference to The Massachusetts General Law, noting Chapter 78 Section 7.

Cynthia MacNaught made a motion to change the verbiage in the Borrowers Policy and this will take into effect as of July 18, 2018. Michael Gray seconded the motion and the motion passed unanimously.

VII. LIBRARY FRIENDS' NEWS

The summer paperback book sale is currently in progress at the library.

VIII. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, August 15, 2018 at 6 pm.

IX. ADJOURN

Cynthia MacNaught motioned to adjourn the meeting at 6:29 pm. Michael Gray seconded the motion, and it passed unanimously.

Respectfully submitted,

Melanie Mannheim, Secretary

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