

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for August 15, 2018

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, August 15, 2018 at the East Longmeadow Public Library, 60 Center Square, East Longmeadow, MA. Trustees present were: Diane Tiago, David Boucher, Melanie Mannheim, Michael Gray and Virginia Robbin. Cindy MacNaught was absent. Layla Johnston, Library Director, was also present.

I. Call to Order:

Chairperson, Diane Tiago called the meeting to order at 6:10 pm.

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

II. Meeting Minutes

Minutes for the July 18, 2018 meeting needed approval. David Boucher 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:

Director Layla Johnston included a draft Bulletin Board policy in our packets for reference. She reported that currently we use general guidelines to determine if a flyer or promotional piece of literature will be distributed through the library's distribution racks or on the bulletin boards. A more thorough policy would be helpful for library staff to use to determine what may or may not be posted. A discussion occurred under the New Business agenda item below.

The numbers are in and 133 teens, 1189 children and 27 adults participated in our summer reading program.

Layla will attend a workshop in September about the new application requirements for State Aid to Public Libraries.

We are closely working with ELCAT with a new partnership for video production.

Our library participated with about sixteen other town departments in the town's National Night Out event on Tuesday, August 7, 2018.

Strategic Plan update – This is our library's action plan and this is our framework in which both the library and the community want for goals. Layla reported that we achieved two of the three goals listed in our first year action plan.

For additional details, see the Director's report of August 15, 2018.

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

Michael Gray made the motion to accept the Directors Report and Melanie Mannheim seconded the motion and the motion passed unanimously.

V. NEW BUSINESS

Bulletin Board Policy – This policy will determine what materials will be posted on our bulletin boards. Layla passed around several examples of what has been advertised on our bulletin boards. Also, in our packets were three examples of other policies from different libraries. These were great examples to help us start thinking about what the Board would like to have stated in our final Bulletin Board Policy. Layla suggested to the Board that we peruse this information and we make appropriate suggestions/changes to this draft. This policy would eventually be placed at both bulletin boards.

Strategic Plan Update – Every year in December Layla updates this plan. Our Library has five goals in which we will work towards.

VI. OLD BUSINESS

Fines changes at the Palmer Public Library

Other Massachusetts libraries are doing research similar to our library in order to stay current. For example, the Palmer Public Library has a new fine policy. They get the word out by circulating the information on small pamphlets. Also, our Fine Free Fridays seems to be causing some confusion on both sides of the front counter. We will look into this further at a later date and perhaps make appropriate changes.

VII. LIBRARY FRIENDS' NEWS

The next meeting will be in September and at that time we will have new information.

VIII. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, September 19, 2018 at 6 pm.

IX. ADJOURN

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

The meeting adjourned at 6:50 pm.

Respectfully submitted,

Melanie Mannheim, Secretary

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