

**EAST LONGMEADOW PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**  
Meeting Minutes for August 19, 2020

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, August 19, 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: David Boucher, Cynthia MacNaught, Melanie Mannheim, Michael Gray and Kendra Levesque. Layla Johnston, Library Director, was also present. Don Maki, ELCAT Director for the Town of East Longmeadow, was also present to host the Zoom meeting.

**I. CALL TO ORDER**

Chairperson, Michael Gray called the meeting to order at 6:05 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 July 15, 2020 meeting needed approval. Cindy MacNaught 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 Town of East Longmeadow FY21 operating budget was approved by Town Council on July 21. The library's appropriation for FY21 is \$800,875, which meets the Municipal Appropriation Requirements for certification for State Aid to Public Libraries.
- \* The School Committee voted to start East Longmeadow Public Schools fully remote. The School Committee will reevaluate the coronavirus situation in December.
- \* Thank you to Diane Tiago for her years of service on the Board of Library Trustees.
- \* There is one vacancy on the Board. Interested parties may apply to serve on the Board of Library Trustees by filling out the application on the Town of East Longmeadow website.
- \* Interlibrary loan and delivery services resumed in late July. Patrons are pleased with the services.
- \* *Imagine Your Story* had 795 registered participants and 639,779 minutes read for a total of 10,663 hours read. Thank you to the Friends of the East Longmeadow Library for sponsoring the Summer Reading Program!
- \* The Children's Department participated in a Cards for Veterans Program. Cards for veterans residing in the Holyoke Soldiers Home were picked up and decorated by Summer Reading Program participants.
- \* The Library will offer a virtual program for adults on Tuesday, September 8 at 6:30 pm (Creating Peace at Home with the KonMari Method). See the Director's Report for more information.
- \* The library's required statistical report, the Annual Report Information Survey (ARIS), for FY20 has been completed.

For additional details, see the Director's Report of August 19, 2020.

Cindy MacNaught motioned to accept the Directors Report. David Boucher seconded, and the motion passed unanimously.

## **V. COMMITTEE REPORTS**

None

## **VI. OLD BUSINESS**

- A. Pandemic Policy- The board agreed to continue to review the changes to the policy. The policy will be reviewed at the next Board of Trustees meeting.

## **VII. NEW BUSINESS**

- A. ARIS Report- See ARIS report for more details on the statistics of this year's report. Layla Johnston reported that circulation of physical materials was lower than the previous year, due to building closure. Digital books and audiobook circulation statistics were higher than previous years. The Library's digital services were available without interruption during the building closure.

## **VIII. FRIENDS OF THE LIBRARY REPORT**

\* Friends will meet on September 14, 2020.

\* Membership renewals have been affected this year. Friends will post on the website to remind people they are still active.

## **IX. OTHER BUSINESS**

None

## **X. NEXT MEETING**

The next meeting of the Board of Library Trustees will be held on Wednesday, September 16, 2020 at 6 pm.

## **XI. ADJOURN**

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

The meeting adjourned at 6:32 pm.

Respectfully submitted,

Kendra Levesque,

Secretary

[www.eastlongmeadowlibrary.org](http://www.eastlongmeadowlibrary.org)

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