

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for September 16, 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 6:03 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 August 19, 2020 meeting needed approval, with a correction noted by M. Gray to add the word "approval" at the end of the first sentence. M. Mannheim motioned to accept the minutes. C. MacNaught 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 sent a notice to all Town Department heads indicating meetings for boards and commissions will continue to be held virtually for the near future.

*A library supporter and town resident has stepped forward and expressed interest in becoming a trustee. More information will be coming soon. Applications are vetted by the Town Manager.

*The Massachusetts Library Trustee Association will hold a virtual meeting on the discussion topic "Putting your stamp on the future: creating diverse or sustainable boards," on Saturday, November 14, 2020, time to be determined. The discussion will coincide with the MLTA's annual business meeting. The author Sally Gardiner Reed will present and lead the discussion. Ms. Reed is the author of *The Good, the Great, and the Unfriendly: A Librarian's Guide to Working with Friends Groups* and, among other books and articles, *The Complete Library Trustee Handbook*. The Library Director will send the updated meeting time and Zoom registration link to all trustees when it becomes available.

*L. Johnston invited everyone to take a peek at our window-based book browsing, introduced by Adult Services Librarian Maura Mara.

*The Children's Department sent out a survey via email newsletter to gauge patron interest in various proposed initiatives for fall services. Patrons responded that they are enthusiastic about participating in a virtual reading challenge this fall through Beanstack, make and take craft kits that can be picked up at the library and completed at home, and virtual storytimes. The total views for the virtual storytimes and virtual art programs posted on the library's Facebook page between April 6, 2020 and June 30, 2020 reached 3,294 virtual visitors.

*The Children's Department is initiating a new book bundle service for young readers. The bundles are color-coded for beginning readers in kindergarten through second grade. Bundles will include a random assortment of 5 books within the requested reading level. Collections might include Phonics, Sight Words, Fiction, Nonfiction, Fairy Tales, Character Favorites, and Literacy Tips! Interested parties are encouraged to contact the Children's Department at 413-525-5400 ext. 1506 for more information.

*The required Financial Report for our annual application for State Aid to Public Libraries is completed and included in your packets. All libraries are considered to be in compliance with open hours and materials expenditures due to the many extended building closures in FY20.

For additional details, see the Director's Report of September 16, 2020.

C. MacNaught motioned to accept the Directors Report. D. Boucher seconded, and the motion passed unanimously.

V. COMMITTEE REPORTS

None

VI. OLD BUSINESS

- A. Pandemic Policy - The Pandemic Policy was reviewed and discussed. D. Boucher made a motion to accept the Pandemic Policy. C. MacNaught seconded the motion, and the motion passed unanimously.

VII. NEW BUSINESS

- A. Financial Report - The required Financial Report for our annual application for State Aid to Public Libraries is completed and ready to submit to the Massachusetts Board of Library Commissioners. All libraries are considered to be in compliance with open hours and materials expenditures due to the many extended building closures in FY20. The Town of East Longmeadow appropriation for the library for FY21 is \$800, 875, which meets our Municipal Appropriation Requirement for Certification for State Aid to Public Libraries.

VIII. FRIENDS OF THE LIBRARY REPORT

* Friends met on September 14, 2020 via Zoom. The Friends Board of Directors will review and update their organization bylaws over the upcoming year.

IX. OTHER BUSINESS

* M. Gray inquired about the library's Action Plan. L. Johnston explained that Action Plans are based on the library's larger Strategic Plan, and consist of 5 small, achievable goals based on community feedback gathered during the Strategic Planning process. Action Plans are filed annually with the Board of Library Commissioners. L. Johnston will provide a draft of the library's Action Plan for FY22 at the next meeting. Action Plans are due on December 1, 2020.

*M. Mannheim inquired about sending Board of Library Trustees document packets on the Friday preceding the following Wednesday meeting rather than the Monday preceding the Wednesday meeting. L. Johnston explained that Zoom meeting agenda links are sent on Mondays prior to the meeting. M. Mannheim also expressed thanks to the Massachusetts Board of Library Commissioners for sending email service updates during the pandemic.

X. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, October 21, 2020 at 6 pm.

XI. ADJOURN

Michael Gray requested a motion to adjourn. M. Mannheim made the motion, C. MacNaught seconded and the motion passed unanimously. The meeting adjourned at 6:43 pm.

Respectfully submitted,

Layla Johnston

Library Director

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