



EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for January 18, 2023

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, January 18, 2023 at the East Longmeadow Public Library.

Those present were Library Director Katie McGonigle, Chair David Boucher, Vice Chair Cynthia MacNaught, Nancy O’Connor, Christina Cooper, Amy Pawle, Secretary Amy Johnson, and the board’s Student Trustee Julia Boucher. Also present was Deputy Town Manager Tom Christensen. Don Maki of ELCAT was present to video/audio record this meeting.

I. CALL TO ORDER

Chair David Boucher called the meeting to order at 6:02 pm.

II. PUBLIC COMMENTS

None.

III. MEETING MINUTES

Minutes for the December 21, 2022 meeting needed approval. Cynthia MacNaught motioned to accept the minutes as written, Amy Pawle seconded, and the motion passed unanimously.

IV. DIRECTOR’S REPORT

Katie McGonigle presented the following information about the library:

All Ages Highlights:

“All the Feels” Winter Challenge through the online logging platform Beanstack is underway. It will run from January 1-January 31 with a goal of 100,000 minutes. Prizes will be awarded for participation, which are generously funded by the Friends of East Longmeadow Public Library.

This challenge is being widely publicized. An article was published in The Reminder, as well as social media blasts, the library website, the newsletter and in discussion with patrons.

Summer Reading planning will begin in January. The 2023 theme is Find Your Voice. The library will have a hybrid program, offering both paper and online logging for patrons. Beanstack will be used for registration, additional activities and prizes. More information will be shared at future board meetings.

Children Highlights:

34 Programs

607 Program Attendance

234 participants with the Monthly In-house Activity (scavenger hunt)
Reference Transactions 147
Winter Fest January 14, 2023
Thank you letter from AOK, attached

Teen Highlights:

Anime programming had an increase in attendance. Hoping to continue partnership with TAB group to boost teen programming attendance.

Adult Highlights:

Winter Paint craft session
Origami craft session
COA Library on the Go
80 Reference Transactions
147 Hours of Study Room Use

Technology Programming/Highlights:

Bi-monthly Tech Help Sessions, adding an evening session in January
Library on the Go at the COA

Tech Services:

434 items were added to and 434 items were deleted from the collection during the month of December. To learn more about items added to the library collection, the weekly Wowbrary newsletter is emailed out to patrons on our email list, as well as posted to the homepage of the website, and social media accounts Facebook and Instagram. Signing up for Wowbrary is a quick process that staff can assist with or patrons can do on their own from the library website.

Circulation:

11, 371 items were circulated during the month of December, this is a slight decrease from this month in 2021.
37 new patron registrations
Reference Transactions 87

Professional Development

Staff have the opportunity to and are encouraged to attend professional development trainings, based on the availability and needs of their department. These training sessions help us better serve the community. Here are some of the topics from the past month that staff have attended: Anyone Can Cartoon-Drawing Programs for Teens, Remembering Patrons with Memory Loss, How to Engage Teen Patrons Using Discord, and Skills Can Be Hard: Interpersonal Skills in Your Library.

Building Updates

Will update the art hanging system in the Community Room, as the previous system was no longer able to stay mounted to the wall.

New shelving mounted in the children's department to accommodate the expanding collection. Currently researching new bookshelves for the adult collection to accommodate expanding collection.

Continued Policy Review:

Borrower's Policy

Upcoming Policy Review:

Internet Acceptable Use/Chromebook Use Policy

Town of East Longmeadow Annual Report

Attached, last year's report

Attached, this year's suggested report

V. OLD BUSINESS

Review final edits of the Borrowers Policy. Cindy MacNaught motioned to accept the Borrowers Policy, Christina Cooper seconded the motion.

VI. NEW BUSINESS

The Town Clerk will be hosting training for Conflict of Interest/Ethics on Thursday, March 9, 2023 from 6-8pm at the COA. Town employees, and especially those serving on boards and commission, are invited to attend.

Annual Town Report-Library's portion discussion on what to include for the 2022 report.

VII. STUDENT TRUSTEE REPORT

Student Trustee Julia Boucher presented the following report:

This meeting had another good turn out with almost ten people! Having the Teen Advisory Board sent out to the high school with community service hours is definitely working. At this meeting, Melanie took Young Adult books that weren't getting checked out and we wrapped them with wrapping paper. After that we put the code for scanning the book and then we came up with descriptions to put on the books - it's trying to get people to not judge a book by its cover. We are still trying to come up with the best name for this: Undercover Books, A Date with a Book, Tinder Books, and a few others. On January 24th, there will be a Chess Club meeting and on the 25th there will be a Book Club meeting where they are reading The Cruel Prince by Holly Black. Starting in February, there will be a program for high schoolers with a practice test program for the AP tests and the SAT - something I am excited about myself! The next Teen Advisory Board meeting will be Wednesday, February 8th, 2023 at 4-5pm

VIII. FRIENDS OF THE LIBRARY REPORT

The Friends’ conducted its latest meeting on Monday, January 9, 2023 at 6:30 pm in the Library’s Community Room.

A review and discussion of the drafts for two policies, the Conflict of Interest Policy and the Document Retention Policy, took place and a motion was made to accept the policies with some minor edits.

In preparation of the Chocolate Sampling Event that is planned for Saturday, February 11, 2023, the “Potluck Event Requirements” document that was provided by Tammy Spencer of the Health Department was reviewed and discussion as to the rules that must be followed ensued.

In September a request was made to purchase a museum pass to the Butterfly Conservatory in Deerfield and it was approved at our October meeting. The Butterfly pass is very different from all the others because it is based on the number of people admitted versus a yearly membership. At this month’s meeting, the Friends received a request to purchase another pass because in a matter of 2 months the 16 free admissions were depleted. At the rate of usage, the cost would be over \$1,000 per year which is a cost that no other museum charges for one pass. Although the Friends are pleased that the Butterfly Conservatory pass is popular, a motion was made and approved to pay for 3 passes within our fiscal year.

The Vinick Memorial Scholarship Award applications have been given to the library and the high school guidance office. It can be found on our website to download for those interested, too.

We have a total of 245 members.

Our next meeting will take place Monday, February 6, 2023 in the Community Room starting at 6:30 pm.

IX. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, February 15, 2023 at 6 pm at the library.

X. ADJOURN

Cynthia MacNaught made a motion to adjourn. Christina Cooper seconded, and the meeting adjourned at 6:41 pm.

Respectfully submitted,

Amy Johnson, Secretary

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