

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for January 27, 2021

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, January 27, 2021 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 Christina Cooper. Kendra Levesque was absent. Layla Johnston, Library Director, was also present. Don Maki, Director at ELCAT 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 6:01 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 December 16, 2020 meeting needed approval. Christina Cooper motioned to accept the minutes. Cynthia MacNaught seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

None

IV. DIRECTOR'S REPORT

A. Narrative:

* Library Director, Layla Johnston, reported that a wireless internet access point was replaced in the Library's community room.

* The Friends of The East Longmeadow Public Library agreed to fund the replacement of the remainder of the Library carpets. Thank you to the Friends for agreeing to support the library in this endeavor.

* Curbside pickup of library materials continues to allow residents access to circulating items during the building closure due to the pandemic. In December 2020, the library loaned over 7,000 items through curbside pickup. Effective January 11, 2021, library patrons now have the option to schedule their own curbside pickup appointment time slot through the online library catalog. Patrons are still encouraged to contact the library to place holds and schedule pickup times and the library staff is available to help.

* Multiple staff members were out over the past eight weeks due to potential COVID-19 exposure and quarantines. Concerns about virus transmission remains high for all library staff, especially during this time of increased community spread.

* The Library continues to collect donations of non-perishable foods and toiletries during the months of January and February. This collection will be for the East Longmeadow Food Pantry hosted by the Council of Aging. Any donations may be dropped off at the library near the west-facing (Walgreens) entrance. Thank you to all who have donated.

*The Library will host another Foreign Policy Association's "Great Decisions" discussion group via zoom on February 2nd and February 16th. Please register in advance and a Zoom link will be e-mailed to you.

*The Library is currently offering a Winter Reading Challenge through Beanstack, with a theme sponsored by Simon & Schuster, Books Like Us. Books Like Us highlights the diversity of the library reading community. The challenge runs from January 1 through January 31. A big thank you to The Friends of The East Longmeadow Public Library for sponsoring prizes for the Winter Reading Challenge.

* The Planning Department invites all Trustees and the community to participate in a virtual Visioning Session as part of the creation of the town's Resilient Master Plan. This zoom meeting will be held on Saturday, February 13, 2021 from 10

am to 12 pm. The town's Planning Director, Bethany Yeo, will host this event via zoom. The community is welcome to contact Bethany at bethany.yeo@eastlongmeadowma.gov for the Zoom link information.

The Board engaged in light discussion. Layla added that Maura Mara is running the "Great Decisions" meetings. Patrons are currently participating in the Winter Reading Challenge and have read over 10,000 hours in total thus far. Trustees shared their positive experiences utilizing the Library's curbside pickup process.

For additional details, see the Director's Report of January 20, 2020.

- Note: January 20 meeting was re-scheduled to January 27.

Melanie Mannheim motioned to accept the Directors Report. Christina Cooper seconded, and the motion passed unanimously.

V. COMMITTEE REPORTS

a. Gift Policy – Committee members, Christina Cooper and Cynthia MacNaught, continue to collaborate on this policy and will address the Board at the next Trustees meeting in February.

VI. OLD BUSINESS

a. Cell Phone Policy - Melanie Mannheim read through the revised Cell Phone Use policy. The Board agreed to vote and put the revised policy into action.

Cynthia MacNaught motioned to accept the revised Cell Phone Use policy. Melanie Mannheim seconded, and the motion passed unanimously.

b. Safe Child Policy – Christina Cooper read through the revised Safe Child policy. The Board agreed to vote and put the revised policy into action.

Cynthia MacNaught motioned to accept the revised Safe Child policy. Christina Cooper seconded, and the motion passed unanimously.

VII. NEW BUSINESS

None

VIII. FRIENDS OF THE LIBRARY REPORT

* The Friends held their monthly meeting on Monday, January 4, 2021 at 7pm via Zoom.

* At that meeting, Circulation Supervisor and library representative, Erica Petrosky, informed the Friends that the library was included in an ELCAT video featuring all town offices. Also, the Library Telescope and Hot Spot devices for mobile internet are both very popular and in high demand at this time.

*Melanie, Library Trustee, shared information that Aimee Petrosky, the town's Public Health Director, spoke at the last Trustees meeting. Melanie suggested that the Friends invite Aimee Petrosky to speak at a future Friends meeting regarding the current pandemic and the library.

* The Friends reviewed and edited their By-Laws and the task is completed. One final reading will take place and a vote to accept the By-Laws will be taken at the next Friends meeting in February 2021.

* The Friends voted unanimously to reimburse the registration fee to any library staff member wishing to attend a virtual program entitled "Creative Conversations" on Tuesday, January 12, 2021. Michele Lemire contacted The Friends after she, Kay and Darcy Kane attended and said they found it to be informative and interesting.

* The Friends Newsletter was E-mailed to all members last Thursday, January 7, 2021. Thank you to all those who submitted an article and a deep appreciation to Laura Palmer, editor, for putting it all together.

* Since COVID-19 lingers on and the Library building remains closed to the public, and after obtaining all the facts, the Friends Board members have voted in favor of paying for the installation of the new rugs in the Library's Conference Room and the remainder of the Library's 2nd floor. This will now complete the entire rug project.

* The Friends MOU sub-committee will be in contact with Trustee and Friends liaison, Melanie Mannheim, to discuss language in a first draft.

* The Friends welcomed local artist and former elementary school teacher, Therese Moriarty, as the newest Director to the Friends Board. Welcome Therese Moriarty! The Friends also continue searching to fill one more vacant seat. Please contact FOELPL@gmail.com if anyone is interested. All are welcome.

* Currently there are 263 members of the Friends.

* The next Friends meeting will be on Monday, February 1, 2021 at 7pm via Zoom.

IX. OTHER BUSINESS

Trustee, David Boucher, inquired about the timeline of the Library re-opening since now the public schools are opened in hybrid / remote learning at this time. Library Director, Layla Johnston, explained that the library has a very mixed group of patrons of all ages and there are many factors to consider when reopening. Layla further explained that the library will look very different once it reopens. Patrons will not be allowed to lounge around and linger in the library and certain procedures will have to be followed. Layla reassured the Trustees that she, her staff and the town are consistently following public health information and safety advice from the town, public and state resources.

X. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, February 17, 2021 at 6 pm.

XI. ADJOURN

Michael Gray requested a motion to adjourn. Christina Cooper made the motion, Cynthia MacNaught seconded and it passed unanimously.

The meeting adjourned at 6:38 pm.

Respectfully submitted,

Melanie Mannheim,

Secretary

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