



**EAST LONGMEADOW PUBLIC LIBRARY**  
BOARD OF LIBRARY TRUSTEES  
Meeting Minutes for February 15, 2023

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, February 15, 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. 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 6:05 pm.

**II. PUBLIC COMMENTS**

None.

**III. MEETING MINUTES**

Minutes for the January 18, 2023 meeting needed approval. Christina Cooper motioned to accept the minutes as written, Cynthia MacNaught 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 Reading Challenge was a success!



**Congratulations to our Winners!**

The Depot - Savannah C.  
Chipotle - Beatrice B.  
Pizza Shoppe - Margaret W.  
Kids Book Bag - Carissa R.  
Teen Book Bag - Chase D.  
Adult Book Bag - Betty M.

Registered 156

Total Minutes Read 170,213, the original goal was 100,000 minutes read

Total Hours Read 2,836

**Children Highlights:**

33 Programs

609 Program Attendance

189 participants with the Monthly In-house Activity (scavenger hunt)

Reference Transactions 173

Boston Bruins Pajama Drive (attached)

**Teen Highlights:**

3 Programs

20 Program Attendance

Teen Advisory Board was fun this month with teens wrapping up books that have never circulated and helping to come up with descriptions to put on the covers. We had some new faces and good participation.

**Adult Highlights:**

6 Programs

81 Program Attendance

VIRTUAL: 50+ Job Seekers Networking Group (attached)

25 Attended the #Timmystrong CPR & Heart Healthy event with Tim Allen

21 Attended the Creating Happiness in the New Year with Life Coach Chris Rich

127 Reference Transactions

226 Hours of Study Room Use, 6 patrons turned away because rooms were in use

**Technology Programming/Highlights:**

Bi-monthly Tech Help Sessions, including iPhone 101

Library on the Go at the COA

Many patron compliments:

- Two patrons said they were able to start jobs that they applied for here with help from the Reference staff on the computers.
- Another patron taught to use Google Docs has been very grateful for the help received.

**Tech Services:**

504 items were added to and 629 items were deleted from the collection during the month of January.

Library of Things collection is expanding, including board and outdoor games.

**Circulation:**

12,670 items were circulated during the month of January, this is an increase of slightly more than 500 circs from this month in 2021.

63 new patron registrations

68 Reference Transactions

Door Count 8154

Circulation has received the various tax forms, including 1040, 1040-SR, Instruction booklets, MA State Resident and MA State Non-resident.

Fine Free Follow Up from CW MARS Executive Committee Executive Director’s Report from 1/27/2023:

Fine Free Libraries on Sept 20th, Users Council voted to go fine free!

As of this report, there are **131** public libraries (**89% of public libraries**) and **135** member libraries (**89% of all members**) that **are fine free and do not charge overdues**. **8 libraries (5%)** of membership charge fines. **89%** of all CW MARS patrons are not being charged fines on overdue items. **88%** of all items do not accrue overdue fines.

Social Media post about Fine Free status shared 1/27



**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: Get Healthy

with Gale Health and Wellness, Redefining the library experience: Putting ideas into action, and Aspen Discovery Demo cataloging/eresources through CW MARS.

**Website and Social Media**

#MeetTheStaff series launched in January, and will highlight one staff member every Friday. Socials have received many wonderful comments, likes and hearts.

The website's Contact page has been updated.

**Building Updates**

In the process of replacing plastic covering for a newspaper holder on the second floor. In the process of replacing the Fiction & Mysteries sign with a Fiction sign on the second floor.

New Art Hanging System purchased and awaiting installation.

**Policy Review:**

Internet Acceptable Use - final draft attached

Library of Things Policy and Waiver (formerly just Chromebook Use Policy) - draft in progress.

**Town of East Longmeadow Annual Report**

Attached

**Reminder:**

Next meeting is Wednesday, March 29, 2023 due to Library Legislative Day taking place on Wednesday, March 15, 2023 at the State House in Boston.

**V. OLD BUSINESS**

None.

**VI. NEW BUSINESS**

The Internet Acceptable Use Policy was presented for review and approval. Cindy MacNaught motioned to accept The Internet Acceptable Use Policy, Amy Pawle seconded the motion.

Annual Town Report-Library's portion was presented for review and approval. Cindy MacNaught motioned to accept the Annual Town Report-Library's portion, Nancy O'Connor seconded the motion.

**VII. STUDENT TRUSTEE REPORT**

Student Trustee Julia Boucher presented the following report:

At this meeting we made hearts to hang off of the trees that are upstairs and downstairs for Valentine's Day. We also make little paper bears to hand out when you donate to the Pajama Drive that the library is doing with the Boston Bruins. A few updates about programs throughout the library is that there are many art programs like Friendship Bracelets that happened today at 3pm and the Origami Workshop which is currently happening now. There will also be a Soap Making Workshop on Tuesday, February

28th at 6:30pm. Programs like the Teen Chess Club are still staying strong - the next meeting on Thursday the 23rd at 3:30pm. Our next meeting will be March 8th, 2023 from 4-5pm

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

The Friends' conducted its latest meeting on Monday, February 6, 2023 at 6:30PM in the Library's Community Room.

Our first order of business was to welcome Linda Twyeffort to our Board of Directors. All seats are now filled. A list of the Officers and Directors can be found on our website.

This meeting was our last chance to ask questions, make suggestions, and coordinate the preparation of the Chocolate Sampling Event that is planned for Saturday, February 11<sup>th</sup>. We have not had a Chocolate Sampling event since February of 2020 due to the CoVid-19 restrictions. We are hoping to reconnect with our previous "regulars" and hope to see new faces.

The Friends organization received a notice from the AmazonSmile Team stating that it plans to wind down its AmazonSmile program effective February 20, 2023. It states that in the last 10 years, it has...quote: "learned that with so many eligible organizations---more than 1 million globally---our ability to have an impact was spread too thin." Amazon has decided to invest in specific areas and focus its philanthropic efforts in the communities where its employees live and work. When AmazonSmile was offered in 2013, it could never have predicted the program's growth. No doubt, AmazonSmile helped many organizations, such as the Friends, obtain additional funds. The Friends are most appreciative of the partnership we shared with AmazonSmile.

The deadline for the Vinick Memorial Scholarship Award applications is March 15<sup>th</sup>.

We have a total of 234 members.

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

### **IX. NEXT MEETING**

The next meeting of the Board of Library Trustees will be held on Wednesday, March 29, 2023 at 6 pm at the library.

### **X. ADJOURN**

Cynthia MacNaught made a motion to adjourn. Christina Cooper seconded, and the meeting adjourned at 6:43 pm.

Respectfully submitted,

Amy Johnson, Secretary

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