



EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for March 29, 2023

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, March 29, 2023 at the East Longmeadow Public Library.

Those present were Library Director Katie McGonigle, Chair David Boucher, Vice Chair Cynthia MacNaught, Trustees Nancy O'Connor, Christina Cooper (recorded the minutes), Amy Pawle, and the board's Student Trustee Julia Boucher. Don Maki of ELCAT was present to video/audio record this meeting. Not present was Amy Johnson, Secretary

I. CALL TO ORDER

Chair David Boucher called the meeting to order at 6:04 pm.

II. PUBLIC COMMENTS

None.

III. MEETING MINUTES

Minutes for the February 15, 2023 meeting needed approval. Christina Cooper made a motioned to accept the minutes as written, Nancy O'Connor seconded, and the motion passed unanimously.

IV. DIRECTOR'S REPORT

Katie McGonigle presented the following information about the library:

All Ages Highlights:

Boston Bruins Pajama Drive ran from February 15-March 15. The Drive is organized by Cradles to Crayons®, the Boston Bruins, Massachusetts Board of Library Commissioners, and Wonderfund supporting local communities in need. Nearly 100 pajamas were collected, which will go to the Springfield Department of Children Services.

Children Highlights:

38 Programs

677 Program Attendance

352 participants with the Monthly In-house Activity (scavenger hunt) squishmallow prize

Reference Transactions 198

PJ Storytime had 32 participants and 27 pairs of pajamas were collected.



Teen Highlights:

6 Programs

34 Program Attendance

Continue with monthly programming of chess, board games, book club, and TAB

Adult Highlights:

5 Programs (2 canceled)

38 Program Attendance

114 Reference Transactions

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

The Adult Department is coordinating with the Board of Health and the Public Schools for community wide Earth Day activities, including programming and a cleanup.

Technology Programming/Highlights:

3,208 Constant Contact subscribers

4 Programs

14 Program Attendance

Bi-monthly Tech Help Sessions, including evening session

Library on the Go at the COA

Tech Services:

502 items were added to (not including magazines) and 869 items were deleted from (including magazines) the collection during the month of February.

Circulation:

12,235 items were circulated during the month of February, this is an increase of slightly more than 550 circs from this month in 2022.

45 new patron registrations

132 Reference Transactions

Door Count 7559

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: Aspen Discovery Demo by CW MARS. On March 30, 2023 the library will have a delayed opening to the public for an all-staff training and department wide meeting.

Website and Social Media

Website updates with redesigned menu and many new pages to serve as landing areas for accessing content for adults, children, and teens as well as other library services. Added a new "Search Website" feature to the homepage.

Building Updates

Replacing two upstairs public access monitors with new 27" inch monitors. We hope to replace a few more monitors in the near future.

Updated No Smoking/Vaping signs with the help of the Board of Health.

New Art Hanging System purchased and awaiting installation.

Policy Review:

Collection Development and Reconsideration of Materials Policy

Library of Things Lending Policy and Informed Consent Waiver (formerly Chromebook Use Policy)

Upcoming Policy Review:

Safe Child Policy

Library Behavior Policy

Reminder:

Next meeting is Wednesday, April 26, 2023.

V. OLD BUSINESS

None.

VI. NEW BUSINESS

A. We went over every line of the Collection Development and Reconsideration of Materials Policy draft created by Director McGonigle and the trustees recommended a few changes and corrections. Amy Pawle then moved that we accept this new policy with the changes, Cindy MacNaught seconded, and it passed unanimously. The updated policies will be available to all through the ELPL website.

B. We similarly reviewed the Library of Things Lending Policy and Informed Consent Waiver and offered on a few small corrections. Cindy MacNaught moved that we accept the new policy with minor corrections, Christina Cooper seconded, and it passed unanimously. Since this new policy supersedes the old Chromebook Use Policy, Christina Cooper moved that we remove the Chromebook Use Policy from the library's list of policies, Cindy MacNaught seconded, and the movement passes unanimously. The updated policies will be available to all through the ELPL website.

VII. STUDENT TRUSTEE REPORT

Student Trustee Julia Boucher presented the following report:

Student Trustee Report March 29th, 2023, this was a small meeting, but we worked on making decorations for the birch trees that are throughout the library. Melanie shared some slides about updating the furniture in the teen area. We all agreed that it would be good to update the space because it is a bit more separated and would be nice for a change. During the April meeting, we are planning to talk about some low stress, low stakes activities for teens that we might plan for the summer. Our next meeting will be Wednesday, April 12th from 4-5pm

VIII. FRIENDS OF THE LIBRARY REPORT

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

The main focus of the evening was on Maura Mara's request for new furnishings in the Teen area. While she explained to the Board the reasons for her petition, she used the portable AV system to make her point. She displayed photos of the current tables and chairs so that we could see their condition. Then she pointed to pictures taken of Teen spaces in nearby libraries' to help provide a comparison. The obvious conclusion is that those libraries have bright, colorful furniture with upholstered chairs made from durable, easy to maintain material. Whether the

Friends vote in favor or not, it is obvious that our Teen area is in need of some updating. Maura's goal is to create a vibrant, designated, efficient area with a welcoming atmosphere for the middle school and high school students.

With those specifics in mind, Maura located a vendor, Creative Library Concepts, and obtained an estimate of \$15,000 for 18 pieces of furniture which she would like the Friends to consider funding. No decision was made and the item will be on our agenda for next month's meeting, April 3rd.

Kate informed the Friends that she would like to add some museum passes to those already in circulation. The funding will actually come from the library's budget. However, in order to expedite the matter so that patrons can access them sooner rather than later, Kate asked the Friends if it would consider issuing checks to the Magic Wings Butterfly Conservatory, Eric Carle Museum, Children's Museum in Holyoke and the New England Botanic Garden and be willing to be reimbursed later this spring. It was agreed to approve her request and an invoice to the library would be created.

The deadline for all senior high school students who live in East Longmeadow to apply for the Vinnick Scholarship Award Certificates is Wednesday, March 15th. We wish all applicants the best and continued success in their educational endeavors.

IX. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, April 26, 2023 at 6 pm at the library.

X. ADJOURN

Cynthia MacNaught made a motion to adjourn. Amy Pawle seconded, and the meeting adjourned at 7:26 pm.

Respectfully submitted,

Amy Johnson, Secretary

www.eastlongmeadowlibrary.org
60 Center Square, Suite 2
East Longmeadow, MA 01028
413-525-5400 ext. 1500