

**EAST LONGMEADOW PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**  
Meeting Minutes for April 21, 2021

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, April 21, 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: Michael Gray, Cynthia MacNaught, Melanie Mannheim, David Boucher and Christina Cooper. Layla Johnston, Library Director, was also present. Jamie Rooke, Assistant Executive 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 6:02 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 March 17, 2021 meeting needed approval. One correction was noted. Cindy MacNaught motioned to accept the minutes with the correction. David Boucher 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 the carpet installation is now complete throughout the entire library building. Thank you to the Friends of the East Longmeadow Public Library for funding the carpet replacement project, and thanks to Joe Dunn in the Department of Public Works for coordinating this very large project.

\* The Town Manager is currently reviewing budget requests for FY22 with the Financial Oversight Committee. The Library's budget request for FY22 is \$811,719, which meets our Municipal Appropriation Requirement for State Aid to Public Libraries.

\* Adult Services Librarian, Maura Mara, will host a virtual book discussion on Friday, April 30<sup>th</sup> at 11 am. This month's selection is The Book of Lost Names by Kristen Harmel. Copies of the book can be obtained through curbside pickup. Please register for this program.

\* The final sessions of the Great Decisions discussion program will be held on Tuesday, April 27<sup>th</sup> and Tuesday, May 11<sup>th</sup> at 6:30 pm via Zoom. The topic of discussion at the Tuesday, April 27<sup>th</sup> meeting will be The Roles of International Organizations in a Global Pandemic, and the topic of discussion for the final meeting on May 11<sup>th</sup> will be The End of Globalization. Please contact the library to register for this program.

\* The Summer Reading Program for this year will be themed "Tales and Tails". The staff are working hard to create an entertaining and educational virtual Summer Reading Program. Congratulations to Children's Librarian Michele Lemire for successfully obtaining grants to support Summer Reading.

\* Massachusetts Board of Library Commissioners (MBLC) – The East Longmeadow Public Library was certified and awarded the second half of our State Aid to Public Libraries grant. The second portion of ELPL's award is \$19,674.11 and was deposited by electronic transfer on April 13, 2021. Due to the pandemic, award letters will not be mailed.

\* The Library Director attended the Virtual Library Legislative Day on Tuesday, April 6<sup>th</sup>. Speakers included Antonia Golinsky Foisy, Director of the West Springfield Public Library and President Western Massachusetts Library Advocates, James Lonergan of the Massachusetts Board of Library Commissioners, and many local legislators were also in attendance.

\* Thank you to library patron Denise Crawford for purchasing a commemorative brick through the Friends of the East Longmeadow Public Library. The commemorative brick is for the library literacy walk to honor library staff working diligently through the past 9 months to offer curbside pickup to library patrons. A photo of the brick was included in the Trustee packets.

\* Thank you to the Friends of the East Longmeadow Public Library for the treats, flowers, and balloons delivered to library staff on Tuesday, April 6<sup>th</sup>, 2021 for National Library Worker Day.

For additional details, see the Director's Report of April 21, 2021

Cynthia MacNaught motioned to accept the Director's Report. Christina Cooper seconded, and the motion passed unanimously.

## **V. COMMITTEE REPORTS**

a. Cindy MacNaught, sub-committee for the annual Re-organization of the Board, addressed the Board with the proposed slate of officers. David Boucher was nominated and accepted as Chairperson. All were in favor. Cindy MacNaught was nominated and accepted for Vice-chair. All were in favor. Christina Cooper was nominated and accepted as Secretary. All were in favor.

## **VI. OLD BUSINESS**

a. None

## **VII. NEW BUSINESS**

a. Reciprocal Borrowing Policy – The Board briefly discussed the Reciprocal Borrowing Policy. A copy of the policy was included in the Trustee Packets. The Library Director stated that the current policy is up to date and therefore nothing needs to be changed or edited. The Board unanimously agreed. The Library Director will keep the policy as is and date the policy as being reviewed with today's date.

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

\* The Friends held their monthly meeting on Monday, April 5, 2021 at 7pm via Zoom.

\* The guest speaker was Michele Lemire, Children's Librarian. Michele reported that staff has been working with performers who have created fun and engaging virtual programs. In addition, the staff is developing many Kit-to-go programs. She expressed the staff's appreciation for the generosity of the Friends. Michele Lemire presented the Friends with the annual anticipated costs for the Summer Reading programs, gift cards, and prize incentives for the Adult, Teen, and Children's departments. The total amount will be discussed and voted on at the next Friends meeting in May.

\* Erica Petrosky, reported that there were approximately 57 sets of pajamas donated by patrons to help support the Department of Children and Families PJ Drive in the month of March. During the month of March, the Massachusetts Library System (MLS) collected delivery statistics from all member libraries. One item of interest she found was that 58% of library books are circulating.

\* Although the Friends were willing to purchase another library telescope to help shorten the length of wait time, Erica informed the Friends that there was a greater need for outdoor summer games to replace some of the games that were previously used. The library's collection of Summer Outdoor Games is part of the library's collection of a "Library of Things". Other libraries have a "Library Of Things" collection that is not strictly seasonal. Understanding that our library has limited space, the Friends provided a photo-list of additional items found on other websites for the Library Director to consider or perhaps she may have some other "things" in mind.

\* There are currently 260 members.

\* The next Friends monthly meeting is on Monday, May 3, 2021 at 7pm via zoom. The Friends' election of Officers and Directors will take place at the meeting.

## **IX. OTHER BUSINESS**

None

## **X. NEXT MEETING**

The next meeting of the Board of Library Trustees will be held on Wednesday, May 19, 2021 at 6 pm.

## **XI. ADJOURN**

David Boucher, Chairperson, requested a motion to adjourn. Michael Gray made the motion, Melanie Mannheim seconded and it passed unanimously.

The meeting adjourned at 6:35 pm.

Respectfully submitted,

Melanie Mannheim,

Secretary

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