



**EAST LONGMEADOW PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**  
Meeting Minutes for April 26, 2023

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, April 26, 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, and Secretary Amy Johnson. Don Maki of ELCAT was present to video/audio record this meeting. Not present were Trustee Amy Pawle and Student Trustee Julia Boucher.

**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 March 29, 2023 meeting needed approval. Christina Cooper made a motion 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:

**Children Highlights:**

38 Programs

609 Program Attendance

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

Reference Transactions 164

Literacy Night at Meadowbrook School 6-7:30 on 3/30. 113 people visited our table and 67 entered the raffle with great success.

**Teen Highlights:**

2 Programs

14 Program Attendance

Continue with monthly programming, and staff found more success in recruiting teens to programs when they are already in the building.

**Adult Highlights:**

7 Programs

93 Program Attendance

120 Reference Transactions

2017.25 Hours of Study Room Use

Celtic Music with Jeff Snow on March 28th. A wonderful program with music and stories. Very entertaining and the audience participated. We had all ages attend.

The Earth Day Event with the Health Department went really well. Great outreach project for us with other town departments and the ELPS.

**Technology Programming/Highlights:**

3,228 Constant Contact subscribers

5 Programs

19 Program Attendance

Bi-monthly Tech Help Sessions, including Get a BPL eCard

Library on the Go at the COA

**Tech Services:**

623 items were added to and 705 items were deleted from the collection during the month of March.

**Circulation:**

13,473 items were circulated during the month of March

43 new patron registrations

124 Reference Transactions

Door Count 7346

**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 attended: Transparent Language, Library Legislative Day, Conflict of Interest/Ethics Training, All Staff Training on 3/31/2023, and AED and Basic CPR training with East Longmeadow Fire Department's Mike Minahan.

**Website and Social Media**

As the policies are updated they are added to policy pages and linked with pdfs.

**Building Updates**

The Friends of East Longmeadow Public Library approved staff requests for programming and teen furniture. The library is grateful for the financial and professional support provided by the Friends. More to come in Diane’s report.

New Art Hanging System purchased and awaiting installation.

**Policy Review:**

Safe Child Policy  
Behavior Policy

**Upcoming Policy Review:**

Cell phone  
Photography/Video

**Reminder:**

Next meeting is Wednesday, May 17, 2023.

**V. OLD BUSINESS**

None.

**VI. NEW BUSINESS**

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

B. We similarly reviewed the Safe Child Policy and offered on a few small corrections. Christina Cooper moved that we accept the new policy with minor corrections, Cindy MacNaught seconded, and it passed unanimously. The updated policies will be available to all through the ELPL website.

C. Christina Cooper informed the board she had accepted a position with the East Longmeadow Library and this would be her last meeting on the Library Board of Trustees.

## **VII. STUDENT TRUSTEE REPORT**

Student Trustee Julia Boucher presented the following report:

There are a few upcoming programs throughout May that will be happening: - Teen Book Club is on Wednesday, April 26th and they are reading The Hunger Games - The Board Games Club is meeting on Monday, May 15th - There is also another Teen Book Club meeting that will meet on Wednesday, May 31st (They will be deciding on a book during the April meeting) Melanie had the idea to hold a Teen Movie Night. We decided to brainstorm movie ideas which included Knives Out, Mean Girls, Clueless, Titanic, and others. There are many ideas for Art Programs and events that we came up with like painting a mural, doing stained glass, collages, scrapbooking, coloring mandalas, etc. Our next meeting will be Wednesday, May 10th from 4 - 5pm. This will be our last meeting until September.

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

The Friends' conducted its latest meeting on Monday, April 3, 2023 at 6:30PM in the Library's Community Room.

The Vinick Memorial Scholarship Awards committee informed the board that they had determined the two recipients for this year. They are Eliza Iacobucci and Julia Boucher. Each scholarship in the amount of \$1,500 will be issued and sent directly to the college that they designate. This endeavor is still in its infancy stages. This is the second year the awards were offered. A recommendation to make a couple of additions to the form was raised and will be included in next year's applications. Letters were sent to the recipients as well as those who submitted applications for consideration.

Staff Appreciation Day is Tuesday, April 25<sup>th</sup> and the Board members approved presenting a "snack basket" filled with healthy food bars to our wonderful staff that day.

The "Spring Baskets Extravaganza" is currently taking place in the foyer of the library. Items are on display on a table directly across from the Circulation Desk. The drawing will take place on May 10<sup>th</sup>.

The Board had a short discussion and agreed to continue the past practice of making a \$500 donation to the library in memory of our deceased members.

At the March meeting Maura Mara presented requests to provide a budget for department programs and to fund new furnishings in the Teen area. A follow-up took place at this meeting regarding the cost of the teen furniture. Maura presented us with the actual proposal from Creative Library Concepts. It proved to be higher than Maura's estimate due to the cost of 2 additional computer tables and ...the biggest culprit...charges for delivery and installation.

The Board went into Executive Session. In summary, the Friends' usual financial activities will not cover the cost of the furniture. This meant we had to examine our Investment Policy. The Friends'

Investment Policy was created with the assistance of the officers at St. Germain Investment Management and an excerpt in the spending section was taken and distributed to everyone. There are limitations. The policy is specific as to the formula the Friends are to use to determine the amount of money that can be withdrawn from the endowment account each fiscal year. It is based on the stock market and will fluctuate from year to year. The policy states that “the funds are for the purpose of supporting the Friends’ operating budget and/or for other priority needs as approved by a majority vote of Board members present provided a quorum has been met.” Based on that information along with an Income and Expense Report for the 11 months of this year, the Friends were capable of making an informed decision and approved the requests for fully funding the Teen furniture and for establishing a budget to fund each department’s anticipated programs.

Kate McGonigle was made aware of the Friends’ decisions the next day.

#### **IX. NEXT MEETING**

The next meeting of the Board of Library Trustees will be held on Wednesday, May 17, 2023 at 6 pm at the library.

#### **X. ADJOURN**

Cynthia MacNaught made a motion to adjourn. Christina Cooper seconded, and the meeting adjourned at 6:44 pm.

Respectfully submitted,

Amy Johnson, Secretary

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