

**EAST LONGMEADOW PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**  
Meeting Minutes for May 19, 2021

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, May 19, 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, David Boucher and Christina Cooper. Two guests were attending: potential new trustee board member Nancy O'Connor, and potential teen advisor member Julia Boucher. Layla Johnston, Library Director, was also present. Don Maki, Executive Director at ELCAT for the Town of East Longmeadow, was also present to host the Zoom meeting.

### **I. CALL TO ORDER**

Chairperson David Boucher called the meeting to order at 6:10 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 April 21, 2021 meeting needed approval. Michael Gray motioned to accept the minutes with the correction. Cindy 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 the library staff are undertaking preparations to reopen the building to the public. Plexiglass is installed at all three service desks, and hand sanitizing stations are installed on both floors. The creation of signs requesting social distancing and face coverings while in the library has been put on hold due to the Governor's announcement that COVID-19 restrictions will be lifted on businesses as of May 29<sup>th</sup>, and the state of emergency will be lifted on June 15<sup>th</sup>.

\* The Town Manager is currently reviewing budget requests for FY22 with the Financial Oversight Committee and Town Council. The Library's budget request for FY22 is \$811,719, which meets our Municipal Appropriation Requirement for State Aid to Public Libraries. The deadline for the Town's budget determination is June 1, 2021, in accordance with the Town Charter.

\* The library building will be open to the public beginning on Monday, June 7<sup>th</sup>. Originally planned as phased reopening with appointments, it now appears likely that the library will not be under occupancy limits and will not require patrons to make appointments. However, final details on exactly how the opening will happen have not been determined as of this meeting. Curbside pickup services will still be an option for those patrons who need it, although available days and times may change. Book quarantine has been discontinued. All programs and events will continue to be virtual. Changes to public services will be announced and implemented as soon as more details are worked out with the Town Manager.

\* There are a number of details impacting reopening of Town services that are being reviewed by the Town's Emergency Management Team, including questions regarding in-person meetings of boards and committees. The Governor's Order Suspending Certain Provisions of the Open Meeting Law remains in effect at this time. The state of emergency will end as of June 15<sup>th</sup>. More information will follow.

\* Adult Services Librarian Maura Mara will lead a virtual book discussion on May 27<sup>th</sup> at 11 am. This month's selection is *The Henna Artist* by Alka Joshi. Copies of the book can be obtained through curbside pickup. Patrons are asked to register for this program online.

\*In partnership with Pathways for Parents, the Children’s Department will offer a Kindergarten Readiness program on May 26 at 9:30 and again at 11:00 am. Children will enjoy a story time and activities while parents receive information on school preparedness, and participants will receive a workbook and other resources. Patrons are asked to register for this program online.

\*The Summer Reading Program Kick Off will be Monday, June 21. The program will run from June 21 to August 6. All programs and events will be virtual, and we will use Beanstack software for patron participation in tracking reading time, collecting badges and prizes. That you to the Friends of the East Longmeadow Public Library for sponsoring the prizes. In coordination with the Tales and Tails summer reading theme, we are also offering a Community Read featuring W. Bruce Cameron., the author of A Dog’s Purpose, Ellie’s Story, and Lily to the Rescue. All three books are available for free for participants by registering online.

\* Massachusetts Board of Library Commissioners (MBLC) are developing a pilot program to provide hotspots to public libraries for lending to patrons. MBLC will cover the cost of the hotspots and internet and data subscriptions through September 2022. The goal is to implement the pilot program as soon as possible after the start of the new fiscal year in July. Libraries may choose to take over paying for the ongoing cost of internet and data when the program ends.

For additional details, see the Director’s Report of May 17, 2021

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

## **V. COMMITTEE REPORTS**

None

## **VI. OLD BUSINESS**

None

## **VII. NEW BUSINESS**

None

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

\* The Friends held their monthly meeting on Monday, May 3, 2021 at 7pm via Zoom.

\* In attendance on behalf of Library Director Layla Johnston was Maura Mara, Teen and Adult Services Librarian. The director was asked by the Friends to make a wish list of items that she felt would be advantageous to better serve the community. Maura supplemented the director’s written responses by providing answers to questions posed by members. The main wish list item provided by the library director in conjunction with staff input was the need to upgrade the Community Room. The room gets a great deal of use, and the two most-needed items are new stacking chairs that are easier to clean, and flip-base tables that are easier to store and move. The estimated cost for both tables and chairs was \$11,000 - \$12,000. Next on the wish list was wireless audio/visual equipment for the Community Room. The Friends will discuss the list further at the June meeting.

\*Cindy MacNaught, Library Trustee, attended the meeting as the new Friends liaison. She shared that there are two vacant seats on the Board, and that at the last meeting, the Trustees reorganized their Board. David Boucher is the Chair and Cindy is the Vice Chair.

\*The request for Summer Reading Program funds in the amount of \$3,700 was passed unanimously.

\*May is the month with the Friends’ conduct their Annual Meeting. The election of officers and directors took place. An annual report to members was prepared and given also. Both records can be found on the Friends’ website (<https://foelpl.wixsite.com/friendsellibrary>).

\*Funds for the carpet squares for the entire second floor were approved in January. Due to COVID-19, members of the EL Historical Society were unable to move their delicate artifacts in the Local History Room. Once the room is prepared and the installation is completed, the Friends will make the final payment.

\* The search for a Certified Public Accountant who prepares income tax returns for non-profit organizations continues.

\* A summary of meetings attended by Friends president Diane Tiago was conveyed:

-ALA in partnership with United for Libraries and Booklist, presented a live conversation with Dan Rather, noted CBS reporter. Dan Rather reflected on the important role of libraries.

-Massachusetts Friends of Libraries held its Spring “Friends sharing with Friends Conference.” Maura Deedy explained the role of the Mass. Board of Library Commissioners. Other questions and answers were related to on-line auctions and other fund-raising ideas.

-Friends sharing with Friends Coffee Hour's main topics were inclusion and diversity;

-United for Libraries had a meeting entitled "Ask the Experts." The subject was regarding the relationship between Friends and their respective library.

\* The next Friends monthly meeting is on Monday, June 7th, 2021 at 7pm via zoom.

#### **IX. OTHER BUSINESS**

None

#### **X. NEXT MEETING**

The next meeting of the Board of Library Trustees will be held on Wednesday, June 16th, 2021 at 6 pm at the library.

This will not be a virtual meeting, but rather a traditional in-person Board meeting without a Zoom component.

#### **XI. ADJOURN**

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

The meeting adjourned at 6:36 pm.

Respectfully submitted,

Christina Cooper,

Secretary

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