



EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for August 16, 2023

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, August 16, 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, Amy Pawle, Larry Bauman and Secretary Amy Johnson. ELCAT Don Maki was present to video/audio record this meeting.

I. CALL TO ORDER

Chair David Boucher called the meeting to order at 6:00 pm.

II. PUBLIC COMMENTS

None.

III. MEETING MINUTES

Minutes for the July 19, 2023 meeting needed approval. Cynthia MacNaught 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:

All Ages: Summer Reading Program "Find Your Voice":

Stats as of 8/5/2023

- Total Registered 1,344
- Kids - 817
- Teen - 127
- Adult - 401
- 1,686,824 Minutes Read
- 27,114 Hours Read
- 17,542 Books Read

Children Highlights:

44 Programs

1863 Program Attendance

1702 participants with the Monthly In-house Activity (scavenger hunt, guessing jar)

279 Reference Transactions



Some of the many emails and messages from patrons regarding children's programming:

- We love all the programs you are offering this summer.
- You have run the best programs this year for all ages. I have children from 2-8 and you offered wonderful programs for all ages. We had such a fantastic time attending all that we could.
- We love Nature Storywalk at the Apple Place! The kids had so much fun listening to stories, doing the hunt and eating the ice cream cone. Thank you

Teen Highlights:

3 Programs

15 Program Attendance

The library held a teen switch games program with good attendance. In discussion to include more gaming programs, with additional controllers/accessories. Many teens have been checking out the summer reading books and participating in the mosaic wall.



Adult Highlights:

- 6 Programs
- 77 Program Attendance
- 112 Reference Transactions
- 229.25 Hours of Study Room Use
- 4 requests unfilled

The Pottery Workshop with the Pied Potter program on 7/18 was a success. There was a mix of ages in attendance (20 patrons). The potter demonstrated on the potter's wheel and told stories about the history of pottery in New England.

Technology Programming/Highlights:

- 3370 Constant Contact subscribers
- 3 Programs
- 8 Program Attendance

Tech Services:

362 items were added to and 785 items were deleted from the collection during the month of June.

The tech services department has been working with multiple departments to catalog items and update records. Tech services has been working to maintain our collection by continually weeding out items per our Collection Development Policy.

Circulation:

16,365 items were circulated during the month of July (increase of 1,763 from June, and increase of 1,223 from July 2022)

87 new patron registrations

168 Reference Transactions

Door Count 9285

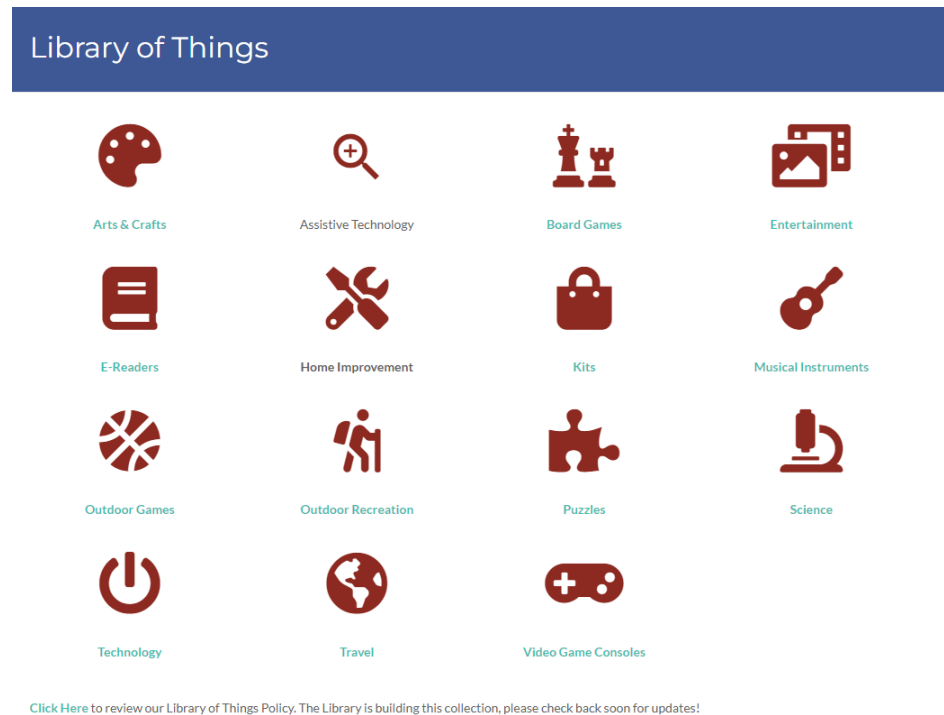
The circulation department continues to stay busy with the steady flow of circulating materials.

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: Sexual Harassment for Managers, OCLC CatExpress: searching and selecting records, 2022 Social Engineering Red Flags, Public Library Services for Strong Communities: Results from PLA's 2022 Survey.

Website and Social Media Updates

Added a Library of Things webpage on the library website.



Building Updates

Art hanging system installed.

Phone directory updated to include direct access to the Library Director and updated webpage.

Fire sprinkler inspection.

Boiler inspection.

RTUs service- need repairs.

Upgrade to the PC Reservation CloudNine System

Policy Review:

Removal of Food and Drink Policy- updated Patron Behavior Policy

Program Policy

Strategic Planning

[Current Strategic Plan through FY24](#)

[MBLC](#)

[MBLC Parts of a Strategic Plan](#)

[MLS Strategic Planning for Libraries](#)

[MLS Strategic Planning Services Policy](#)

[MLS Strategic Planning: Tips, Tools, and Techniques Planning Your Process Worksheet](#)

[Considerations When Hiring a Strategic Planning Consultant for Your Library](#)

[External Consultant Directory](#)

Upcoming Policy Review:

Display and Exhibit Policy

Art Exhibit Policy

Reminder:

Next meeting is Wednesday, September 20, 2023.

V. OLD BUSINESS

- A. Strategic Plan Process-Starting the process

VI. NEW BUSINESS

- A. Welcome to our new trustee Larry Bauman.

B. Board Reorganization-Chair David Boucher, Vice Chair Cynthia MacNaught, Secretary Amy Johnson.

C. Amy Pawle read her email to the Board of Trustee's reference changes to the Update to Patron Behavior Policy and the new Program Policy.

D. Update to Patron Behavior Policy and removal of Food and Drink Policy. Cynthia MacNaught made a motion to remove the Food and Drink Policy, Larry Bauman seconded and the motion passed unanimously. After review of the Update to the Patron Behavior Policy, Cynthia MacNaught made a motion to accept the updated Patron Behavior Policy, Nancy O'Connor seconded and the motion passed unanimously.

E. Program Policy-new and after discussion and requested edits and additions the Program Policy will brought back to the next meeting for further review.

F. Update to Collection Development and Reconsideration of Materials Policy, after review, Amy Pawle made a motion to accept the updated Collection Development and Reconsideration of Materials Policy, Larry Bauman seconded and the motion passed unanimously.

VII. FRIENDS OF THE LIBRARY REPORT

None

IX. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, September 20, 2023 at 6 pm at the library.

X. ADJOURN

Cynthia MacNaught made a motion to adjourn. Nancy O'Connor seconded, and the meeting adjourned at 7:19 pm.

Respectfully submitted,

Amy Johnson, Secretary

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