



**EAST LONGMEADOW PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES**  
Meeting Minutes for September 21, 2022

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, September 21, 2022 at the East Longmeadow Public Library.

Trustees present were Chair David Boucher, Vice Chair Cynthia MacNaught, Secretary Christina Cooper, trustees Amy Pawle and Amy Johnson, and Student Trustee member Julia Boucher. Library Director Katie McGonigle was also present. Adler Johnston from ELCAT video recorded this meeting. Trustee Nancy O'Connor was absent.

**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 August 17, 2022 meeting needed approval. Cindy MacNaught moved to accept the minutes with two spelling corrections, Amy Pawle seconded, and the motion passed unanimously.

**IV. DIRECTOR'S REPORT**

Katie McGonigle presented the following information about the library:

The Children's department has offered a variety of programs, including Teddy Bear Storytime, movies, Cultural Diversity through Music, My First Words, and Grow Play Learn. Book groups and storytimes resumed in September for birth through tween. Our Teen department hosted an after-school Teen Board Games program. The Adult Services department we have a series of four Dementia Friendly Workshops with the Council on Aging, including Healthy Living for your Brain & Body 9/19 (at the library), Understanding Alzheimer's and Dementia 10/13 (at the COA), 10 Warning Signs of Alzheimer's 11/21 (at the library), and Effective Communication Strategies 12/1 (at the COA).

Technology Programming: One-on-one and small group Tech Sessions continued to be offered for help with devices, e-resources like Libby, and other apps and programs. Tech sessions are offered in person, virtually, and offsite at the Pleasant View Senior Center.

The Tech Services department continues to support collection maintenance through cataloging, processing and deletions. Wowbrary is a service that helps promote the newest additions to the collection, from DVDs to books, but many other items get added including HotSpots, WonderBooks. We are looking for ways to continue to promote the collection's newest additions.

The library had 90 new card sign ups in August, and overall circulation for August was 15,989.

Statewide Databases: We have some new, continuing, and discontinued databases that patrons can access through our website.

Website Update: the library website is undergoing a review and updates by the Technology Coordinator and Library Director, with input from Children's, Adult Services and Circulation. Changes include a slight redesign to the menu to include: Home, About, Services, Online Resources, Events, Local History, and Friends. The goal is to create a welcoming and user-friendly website that will direct patrons and staff to information they need. Please look forward to future updates.

For further details, please see the Director's Report of 9/21/2022.

## **V. OLD BUSINESS**

None.

## **VI. NEW BUSINESS**

- A. We discussed the reorganization of board members' roles. David Boucher volunteered to continue as Chair and Cindy MacNaught volunteered to continue as Vice Chair. Christina Cooper asked for someone else to step in to the role of secretary.
- B. The FY2024 Action Plan is due to the Massachusetts Board of Library Commissioners by December 1, 2022. The board agreed to discuss this after hearing the Student Trustee Report and Friends of the Library update. See item IX below.

## **VII. STUDENT TRUSTEE REPORT**

Student Trustee Julia Boucher reported that September 21<sup>st</sup> was the first Teen Advisory Board meeting of this year. For the book club, the next book is *The Gilded Wolves* by Roshani Chokshi, and that meeting will be next Wednesday, September 28th.

The Teen Advisory Board noted that there are many teen programs going on, including origami, board games, and movie showings. Also, there is a new computer program at the library that helps with SAT, AP, and other study aids. The library is also planning on purchasing AP review books for this year. Another update is that in November there will be a program through Libby that gives access to as many copies as possible for one title, which the Teen Advisory Board is excited about for our book club.

In order to gain more people at programs and meetings, we plan on promoting them to the high school and middle school more, especially with in-person programs continuing on.

The next Teen Advisory Board meeting will be October 26th, 2022 from 3-4pm at the library.

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

The Friends most recent meeting was held on Monday, September 12, 2022 at 7PM.

The Friends were able to meet with Director McGonigle and welcome her.

Michele Lemire created a new Friends' membership brochure.

The tent ordered by the friends with the library logo on it in 2019 finally got to make its first appearance on National Night Out on 8/2/22, catching the attention of about 200 people that night.

Both of the new A/V systems have arrived and are ready for use.

The purchase of additional museum passes for the Zoo in Forest Park and the Springfield museums was approved. A request to add a pass to the Butterfly Conservatory in Deerfield will be on the agenda for next month.

The basket fundraisers are back and should be on display in October.

The National Friends of the Library Week is October 16-22, during which we recognize those members who support our mission by renewing their dues annually and welcome new individuals who decide to join our organization.

The Board has 4 vacant seats at the moment. The time commitment is minimal for anyone who may be interested. We meet one hour a month from September to June. For more information, go to our website.

The Friends next meeting will take place October 3, 2022 at 7PM in the Conference Room.

For more details, please see the FOESL report of September 12, 2022.

#### **IX. NEW BUSINESS CONTINUED—FY2024 Action Plan**

Director McGonigle provided the Trustees with the library’s action plans for FY 2021, 2022, and 2023, and the definition of an action plan, which is a simplified, task-oriented version of a strategic plan, with a list of goals and time-specific actions related to those goals.

We reviewed the previous action plans and Director McGonigle presented her ideas for FY 2024. We agreed on the following draft.

In FY2024, East Longmeadow Public Library will work towards:

Goal 1: Nurture and encourage life-long learning and literacy

Action: Update teen and tween spaces to reflect the needs of the community. Increase teen and tween in-person and virtual programming.

Timeline for Activity: Fall 2023

Goal 2: Reduce barriers to access

Action: Reinstate Home Delivery Service.

Timeline for Activity: Summer 2023

Goal 3: Improve the user experience

Action: Update the library website. Offer trainings for patron and staff on library eResources and services.

Timeline for Activity: Summer 2023

Goal 4: Stimulate imagination – creativity and innovation

Action: Increase Library of Things offerings “support community exploration and experimentation”.

Timeline for Activity: Summer 2023

Goal 5: Build on community relationships and partnerships

Action: Build on programming and service offerings with Town departments including; Schools, Recreation, Council on Aging, Clerk, Fire and Police. Attend community events to promote library

services. Develop a structured volunteer program in coordination with local schools (would need to confirm / coordinate with schools).

Timeline for Activity: Fall 2023

Director McGonigle will prepare the official FY2024 Action Plan for delivery to the Massachusetts Board of Library Commissioners by December 1, 2022.

**IX. NEXT MEETING**

The next meeting of the Board of Library Trustees will be held on Wednesday, October 19, 2022 at 6 pm at the library.

**X. ADJOURN**

Cindy MacNaught made a motion to adjourn. Christina Cooper seconded, and the meeting adjourned at 6:47 pm.

Respectfully submitted,

Christina Cooper, Secretary

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