

**EAST LONGMEADOW PUBLIC LIBRARY**  
BOARD OF LIBRARY TRUSTEES  
Meeting Minutes for October 20, 2021

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, October 20, 2021 at the East Longmeadow Public Library.

Trustees present were Chair David Boucher, Vice Chair Cynthia MacNaught, Secretary Christina Cooper, trustees Nancy O'Connor, Amy Johnson and Amy Pawle, as well as the board's Student Trustee member Julia Boucher. Layla Johnston, Library Director, was also present. Don Maki, Executive Director at ELCAT for the Town of East Longmeadow, was present to video-record the meeting.

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

Chairperson David Boucher called the meeting to order at 6:07 pm.

This meeting was audio and videotaped for future broadcast on ELCAT.

#### **II. PUBLIC COMMENTS**

None.

#### **III. MEETING MINUTES**

Minutes for the September 15, 2021 meeting needed approval. Cindy MacNaught motioned to accept the minutes, Nancy O'Connor seconded, and the motion passed unanimously.

#### **IV. DIRECTOR'S REPORT**

*Personnel:* Evan Delano is now a part-time Children's Associate in our Children's Department. Evan has worked in the Circulation Department for the past 3 years. Evan is currently pursuing a Master's Degree in Library and Information Science at Simmons University with a focus on youth services. Congratulations to Evan on transferring in the Children's Department! Amanda Damon is now the full-time Circulation Assistant, we are conducting interviews for the part-time Circulation Assistant position vacated by Evan's transfer. Once the part-time Circulation Assistant position is filled, we will be back to pre-pandemic staffing levels.

*Public Services:* the Library Director is looking for a committee to work with her to update the Chromebook Use Policy. Committees may be appointed by the Chairperson and be comprised of 1 to 3 trustees. (Trustees Christina Cooper and Nancy O'Connor offered to be part of this committee.)

*Programs:* Two adult programs are being offered this month over Zoom. Best-selling author Jeffrey Archer will lead a book discussion on his newest work, *Over My Dead Body*, on Saturday, October 23 at 2 pm. This program is offered in cooperation with many other Massachusetts public libraries. Adult Services Librarian Maura Mara will lead an Adult Book Group discussion on Friday, October 29, at 11 am. The group will discuss *This Tender Land* by William Kent Krueger.

*Town Information:* The budget process for FY23 will be underway in late November of this year. Town Council is scheduled to vote on budget priorities at their November 30, 2021 meeting, after which departments begin to formulate their budgets based off guidance from the Town Manager. Department budgets will be due to the Town Manager's Office by mid-January, 2022.

Town Manager Mary McNally has submitted her resignation to Town Council. Ms. McNally's last day as Town Manager will be December 3, 2021. Town Council will conduct a search for a new Town Manager. Ms. McNally's resignation letter was read into the record at the Town Council meeting held on October 12.

There is currently a citizen's petition underway challenging the validity of the Town's mask mandate. Local attorney Justin McCarthy spoke at the Town Council meeting held on Tuesday, October 12, and he is asserting the order given by the Town's Board of Health is legally invalid. A public hearing may be held and we may need to demonstrate support for the Town's mask mandate. Library employees are all in support of the mask mandate and we are requesting Trustee advocacy if it is needed. (Trustees asked if we know when this public hearing may happen, and Layla Johnston informed them that the town is required to have a public hearing within three months after a petition is filed unless it is

withdrawn. Trustees also asked if the library has had any problems with patrons following the mask mandate. Layla Johnston let us know that 99% of people entering the library have been fine, only 1% have chosen to refuse to follow the mask mandate, including one child and some adults.)

*Massachusetts Board of Library Commissioners:* The library's FY23 Action Plan will be submitted to the Massachusetts Board of Library Commissioners by the deadline of December 1, 2021. Librarians are currently working with their departments to discuss and create departmental goals for services for FY23. Action plans (from the MBLC site) are a simplified, task-oriented version of a strategic plan. An action plan only needs to list the goals and the specific actions related to those goals that the library will work on in the upcoming fiscal year. Actions are measurable and time-specific. A library can develop an action plan after reviewing their strategic plan and identifying specific actions that will assist them in meeting their stated goals.

*Fall 2021 Virtual Trustee Orientation Program:* This virtual program is designed for all trustees. MBLC staff will cover library funding and State aid, state laws with relevance to libraries, how to be an effective board member, and tools for advocacy at all levels. There will be time for questions and answers, and interactive breakout sessions. Interested trustees may register for a Zoom session at a link provided on either 9/29 from 6-8 pm, 10/13 from 10-noon, or 11/16 from 6-8. (Christina Cooper asked if other trustees had done these trainings, and Cindy McNaught and David Boucher said they believed they had.)

## **V. OLD BUSINESS**

Julia Boucher read the Student Trustee Advisor Role and Responsibilities into the record as follows:

**Purpose and Role:** The goal of appointing a Student Trustee Advisor is to provide Trustees with a teen perspective and advice on library issues. Student Trustee Advisors will fulfill community service requirements for East Longmeadow High School students by participating in Teen Advisory Board and Board of Library Trustees meetings and activities.

**Summary of Responsibilities:** Rising high school juniors or seniors that are residents of the Town of East Longmeadow and hold an active CW/Mars library card are invited to apply to be a Student Trustee Advisor to the East Longmeadow Public Library Board of Library Trustees. The Student Trustee Advisor is appointed by the Board of Library Trustees and serves in an advisory capacity. Applicants should have an interest in public libraries, literacy, and community events.

Student Trustee Advisors are expected to attend monthly meetings of the Board of Library Trustees and provide a brief report of any items of interest regarding teens, community issues, and the East Longmeadow Public Library. Board meetings are held on the third Wednesday of every month at 6 pm in the Library Conference Room. Student Trustees participate in the discussion of regular open meetings of the Board; however, the student representative may not make any motions or vote on agenda items. Student Trustees do not attend and do not participate in Executive Sessions of the Board of Library Trustees meetings. Student Trustee Advisor terms last for one year with the option to renew for one additional year. Teen Advisory Board activities involving the Student Trustee Advisor are coordinated with the East Longmeadow Public Library Technology Coordinator and Adult Services Librarians.

Student Trustee Advisors are considered to be representatives of their community as well as East Longmeadow Public Library. The East Longmeadow Public Library Board of Library Trustees reserves the right to discontinue the service of the Student Trustee Advisor due to chronic absence, defined as missing 3 consecutive Board of Library Trustee meetings, or conduct unbecoming a Student Trustee Advisor.

Christina Cooper motioned to approve this statement of the Student Trustee Advisor Role and Responsibilities, Cindy McNaught seconded it, and the motion passed unanimously.

## **VI. NEW BUSINESS**

Christina Cooper and Nancy O'Connor will join Layla Johnston in reviewing and changing the Chromebook Use Policy, currently in effect from 2017. The current policy states that the Chromebooks must be used in-library, but the new policy will lay out how they can be checked out from the library.

## **VII. Student Trustee Report**

None.

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

The Friends of the East Longmeadow Public Library provided this report to the Library Trustees about their most recent meeting:

The Friends most recent meeting was held on Monday, October 4, 2021 at 7 pm in the Library's Community Room.

Community Room Furniture: Maura Mara, liaison to the Friends, has been researching stacking chairs and flip-top tables for a couple of months. At the September meeting, members asked Maura to consider having a few chairs with armrests for those guests who may need the stability, safety, and support of armrests for getting in to or out of a chair due to physical limitations. Maura did additional research and was able to find a complementary chair with armrests. At the October meeting she distributed photocopies of the product quotes for all three items. Since the request is for 49 chairs and 6 tables and the cost is a little more than \$9,000, the question was raised if anyone had seen or sat in these specific or similar stacking chairs and whether or not anyone had seen these specific or similar flip-top tables at another library or venue. The Friends want the library to have quality furniture for its most active room but does not want to go into such a transaction based on photos from a catalog. The Friends agreed to pay for a small sample to allow its directors and the library staff an opportunity to see, sit, and touch the merchandise prior to making any decision to approve payment for the entire order. Maura said she was willing to check into it. To be continued next month.

Children's Wish List: The Friends approved the funds for the Children's Wish List for the fall. The list consisted of Preschool-aged programs (crafts and yoga programs), Elementary-aged programs (STEAM), and Tween programs (ages 10-14) for a total cost of \$1,375.

Scholarship: The Friends are in the midst of creating a scholarship. It was unanimous that its name will be the Bernard and Norma Vinick Memorial Scholarship Award in honor of their support and financial generosity to the Friends. Two scholarships, each in the amount of \$1,500, will be awarded to two graduating seniors who are residents of East Longmeadow and will be starting as full-time students at an accredited college in the fall. At this time, the scholarship sub-committee is reviewing and making recommended changes. If acceptable, the next draft presented at the November meeting will be approved.

As of September, there are 244 members.

The next Friends meeting is scheduled for Monday, November 1<sup>st</sup> in the Community Room starting at 7 pm.

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

The next meeting of the Board of Library Trustees will be held on Wednesday, November 17, 2021 at 6 pm at the library.

#### **X. ADJOURN**

Cindy MacNaught made a motion to adjourn. Amy Johnson seconded, and it passed unanimously. The meeting adjourned at 6:28 pm.

Respectfully submitted,

Christina Cooper,

Secretary

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