

Minutes of the Richard Sugden Library Trustees Meeting

December 16, 2019

In attendance: Cheryl A. Donahue, Library Director

Rebekah Salamack, Mary Anne Slack, trustees, Lynn Dobson, chair

The meeting was called to order at 4:30 PM. Minutes of the November meeting were read. R. Salamack moved to accept them, seconded by L. Dobson. Vote was unanimous.

Children's Room Report:

K. Smith was absent from the meeting. Her written report was read by the trustees.

- All programs continue with regular attendance.
- The Spencer postmaster came to the library on December 10th to read a book and take the children's holiday letters.
- Teen Mania continues. The arts & crafts program will begin in January.

Director's Report:

- Programs including Dungeons and Dragons and the Writer's Group were cancelled due to inclement weather on Monday, December 2nd. The library was closed on December 3rd due to weather conditions.
- C. Donahue accompanied Wendy O'Leary to East Brookfield Elementary School on December 9th. Breathing Makes it Better was shared with two kindergarten classes and books were given to the children to take home. 40 participants learned tools for self-care and responded positively to our literacy initiative. The Spencer Exchange Club partially funded the project "We Read" with a donation of \$1,000. An additional \$2500 was funded by the regional club. Future visits to area schools will take place during this school year.
- C. Donahue helped with food sales at the town hall craft fair on Saturday, December 7th.
- The library sold 100 foam glow sticks before the parade of lights on December 7th.
- Wendy O'Leary held her book discussion on December 10th.

Building Issues:

- Boiler #2 failed on Tuesday, November 11th. MPC was called for service and responded the following day. B. Krukowski is working with MPC to assess necessary repairs to the system.
- Door issues on both levels will be addressed by our maintenance worker.

Other business:

- Use of state grant funds to hire a summer intern was discussed.
- A Photography and Filming Policy was read and reviewed. R. Salamack moved to accept it, seconded by M. Slack. The vote was unanimous.
- The library will be closed on Tuesday, December 24th.
- The library will be open a half day from 10-1 on Tuesday, December 31st.

The meeting was adjourned at 5 PM. Next meeting is scheduled for Monday, January 13th at 4:30 PM.