

APPROVED
OCT 16 2023



CHICOPEE PUBLIC LIBRARY
449 Front Street Chicopee, MA 01013-3106
Phone (413) 594-1800 Fax (413) 594-1819

Trustees: Normand Girouard, Karen Kamienski, Barbara Pronovost

**Minutes of the Trustees Meeting
September 11, 2023**

1. **Call to order:** Norm Girouard called the regular monthly meeting to order on Monday September 11, 2023 at 9:32am at the Emily L. Partyka Central Branch, 449 Front Street.
2. **Roll call:** Trustees: Norm Girouard, Karen Kamienski, and Barbara Pronovost, Library Director, Laura Bovee, Assistant Library Director, Anne Gancarz.
3. **Minutes: Regular Meeting: June 5, 2023**
Motion: To accept the minutes of the June meeting, as presented.
Motion: Barbara Pronovost. Second: Karen Kamienski. Passed: 3-0

Next scheduled meeting: Monday, October 16, 2023 at 9:30 am.
Location: Emily L. Partyka Central Branch.

4. **Financial Report: June 2, 2023**
Laura Bovee reviewed and discussed balances of LIG, MEG, donations, revolving, and operating accounts.
Motion: To accept the financial report.
Motion: Barbara Pronovost. Second: Karen Kamienski. Passed 3-0.
5. **Correspondence**
Minutes from the Friends meeting of 4.27.23
Update about sneaker fundraiser and golf tournament.
Motion: To accept the minutes of the Friends meeting of April 27
Motion: Karen Kamienski, Second: Barbara Pronovost. Passed 3-0.
6. **Director's Report:**
Library statistics: Circulation, computer usage, and program statistics were reviewed and discussed for Summer 2023.
Circulation, door count, and program attendance numbers were great.
Summer reading was very successful with greater than 80% active participation from kids and teens that signed up. This summer felt very active and August gave us our highest circulation and door count numbers of the year.
Discussion of summer concerts and how to increase attendance and awareness.
CWMars updated our printing and computer reservation software. It is now cloud based.

NEW/2024
MAY 11 11:15

Patron computers in the reference area have been replaced with new ones. Kids and YA computers are being assessed for replacement.

Motion: To accept the Director's Report.

Motion: Barbara Pronovost. Second: Karen Kamienski. Passed 3-0.

7. Old Business:

Staffing and Building Maintenance Updates: Laura Bovee reported that we will be interviewing for a Part-Time Library Associate position due to staff resignation. Funds were recently approved by the City Council for HVAC updates.

Update on SLR International Corporation for "Chicopee Public Library Plaza Improvements": Laura gave an update on the project including her meeting with Carly at SLR. She shared a variety of shade structure formations as well as a shade study that showed exactly where the shade would be at various points in the day. They discussed color, shape, structure, and size and will prepare another presentation based on the discussion.

8. New Business:

Review of proposal from Tactile Images for May 2024 exhibit of artwork accessible to the blind and those with low vision. Laura and Anne shared the work of Tactile Images (www.tactileimages.com) with the trustees. Discussion was had about the importance of accessibility and engagement with these pieces of art. The exhibit will happen at the library for 2 weeks in May 2024. The library will reach out to various schools, community partners, and social service agencies and invite them to view the exhibit while it is here. It's an exciting opportunity for Chicopee since this exhibit is usually displayed in museums around the world. The cost of the exhibit is \$6000. The contract was reviewed and approved.

Motion: To approve the contract and cost of \$6000 associated with bringing the exhibit to the library in May 2024

Motion: Barbara Pronovost. Second: Karen Kamienski. Passed 3-0

Proposed Updates to HotSpot agreement and Room Reservations Policy. Hotspot policy will now include the stipulation that if the device is not returned within 21 days of the due date, the borrower will be charged the full cost of the hotspot and can no longer return it.

The Room Reservation Policy will add that non-profit organizations must hold a 501(c)(3) in order to use our meeting rooms.

Motion: To approve the policy updates for both the Hotspot agreement and the Room Reservation form

Motion: Karen Kamienski. 2nd: Barbara Pronovost

9. Other Business: for next meeting:

Laura will create minor updates to Internet Policy to prepare the library for eRate
Flag Policy - Trustees have requested the library create a flag policy and pause flying
flags other than the city, state, and national flags until we have a policy in place

10. Adjournment

Motion to adjourn at 10:46am

Motion: Barbara Pronovost. Second: Karen Kamienski. Passed 3-0

Respectfully submitted by

Anne Gancarz

Assistant Director

09.11.23