

## **Montague Public Library Trustees Meeting, June 27, 2016, Carnegie Library**

**In attendance:** Trustees: Alice Armen, David Harmon, Sharon Cottrell, Steve Winters, Amanda Traynor, Robert Traynor , Karen Schweitzer, Nancy Crowell, Karen Latka and Library Director, Linda Hickman  
Meeting called to order at 6:39 by Chair Steve Winters

**Minutes** from the May meeting were approved through a motion made by Sharon Cottrell and seconded by Karen Latka.

**Director's Report:** Linda Hickman reported on an incident with a patron at the Millers Falls Library. The incident was reported to the police who recommended a no trespass order. The order was applied for but has yet to be served to the patron due to the need for a translator to be present. In the meantime Linda has made arrangements so the librarian is not alone during the libraries open hours. The possibility of installing a camera to add security at the site was discussed and recommended.

**Fundraising:** The next Friends Book Sale is July 9<sup>th</sup>.

**Corresponding Secretary's Report:** Nothing to report

**Friends:**

- The Friends Annual meeting is July 28<sup>th</sup>.
- The IRS recently notified the library that it has rescinded The Friends 5013c status for failure to file reports. Sheila Johnson, the Friends treasurer, contacted the IRS for clarification and was told The Friends would have to reapply for the status and provide the financial reports for the years reports were not filed. Linda will discuss the issue with the town accountant. The Friends currently have funds totaling just over \$4000.00.
- Linda reported the attendance at the adult programs sponsored by the Friends in June and noted that history topics seem to be the most popular adult events. She also reported on the challenges with advertising library programs.

**Old Business:**

**Subcommittee Assignments:** A motion to approve subcommittee rosters was made by Robert Traynor and seconded by David Harmon, unanimously approved.

**Personnel:** Nothing to report

**Special Services:** Nothing to report

**Budget:**

- All repairs allocated by town Meeting in the fall have been completed. A mason is scheduled to begin repairs allocated at the spring Town Meeting and a roofer is still to be hired.
- The library will be open Wednesday and Saturday mornings beginning July 6<sup>th</sup>.

**Grants:** nothing to report

**Building Issues:**

- Linda reported that the state has announced a new round of construction grants for libraries through the Massachusetts Board of Library Commissioners (MBLC).
- David Harmon proposed that the Building Maintenance Committee meet with the Town Administrator and Town Planner. Linda suggested the Capitol Improvement Committee be invited as well. Topics to be discussed:
  - Status of Town owned space that might be appropriate for future Library use;
  - and to notify them of the MBLC grants
- Air Quality report – Linda distributed the Air Quality Report prepared by the Massachusetts Department of Public Health, Bureau of Environmental Health. Linda reported that some of the recommendations had already been completed or discussed prior to receiving the official report. The report has 15 short term and 4 long term recommendations. 3 of the short term recommendations have been completed(1,7,13), one partially completed(2) and one scheduled (9). She has had discussions with the Highway department (responsible for library maintenance) on 3 short term issues and has been told they would be done although no action has been taken to date (4,8,11). One of the long term recommendations (2) was discussed at town meeting. The Building Maintenance Committee will provide the Highway Department Superintendent with a copy of the report and schedule a meeting with him to discuss the report. The Trustees recommended Linda follows all verbal conversations with the Highway Department on these issues with a written e-mail copying the Building Maintenance Subcommittee members and the Selectmen.

**New Business:** None

**Public Relations:** Nothing to report.

**Next Meeting Date:** July 25th, 2016 @ Montague Center Library

Motion to adjourn was made at 7:45 by Karen Latka and seconded by Robert Traynor

Submitted by Nancy Crowell