

**Montague Public Library Trustees Meeting,
6:30 P.M. March 28, 2017 Montague Safety Complex**

In attendance: Trustees: David Harmon, Nancy Crowell, Sharon Cottrell, Amanda Traynor, Alice Armen, Robert Traynor.

Library Director: Linda Hickman

Absent: Karen Latka, Steve Winters

6:31 Meeting called to order

Minutes from the March 7th meeting were approved as amended through a motion by Robert Traynor and seconded by Sharon Cottrell.

Corresponding Secretary's Report: None

6:33 Finances:

Fundraising: Nothing to report

Budget: The request on the town warrant for \$4500.00 for air exchange system has been raised to \$5000.00.

Steve Ellis, the Town Administrator, met with Linda and questioned whether the proposed warrant for an Architect's Study of the library buildings could be paid for with grant funds rather than town funds. Linda looked into the MA Preservation Projects Fund and Mass Cultural Council funding. She determined that although we might be eligible for grants, an architectural study would be necessary to apply for at least one of the grants. After further discussion with an architect, Linda suggested that we would only need to request \$45,000.00 instead of the original plan to request \$50,000.00. A motion was made by David Harmon that the budget request for an architectural study of all three library buildings to be placed on the town warrant could be reduced to \$45,000.00 from \$50,000.00. Alice Armen seconded; all trustees voted in favor of the motion.

7:11 Grants:

Tech Advisor: State aid money is being used to hire a Tech Advisor to assist patrons with computer questions. The advisor will begin April 1st and be available every Saturday from 11-1. The person hired is a library assistant and will be able to assist with other library tasks if there are no patrons needing tech assistance. This is a pilot project and if the project is successful Linda will seek an alternate funding source for this position.

STEM Grant: Implementing some of the activities of this grant have been difficult due to WiFi issues. Currently there is not enough signal strength with public access through Comcast and the CWMARS Broadband system would have to be expanded to cover more areas of the library. Linda is going to expand the CWMARS system with state aid funds.

7:24 Programming:

Children's: A live animal show and stuffed animal sleepover is scheduled for April 21st.

Adult: The Friends are organizing a presentation by Ed Gregory on the Millers Falls Tool Company. This is a follow-up program to last year's history walk in downtown Millers Falls. A talk and tour with the owners of Element Brewing Company in Millers Falls is also being planned for June.

The Genealogy Club at the Carnegie Library is the first Thursday of the month occurring this month on April 6th. Adult coloring is also on April 6th.

7:27 Personnel: Staff Evaluations

The personnel committee reviewed the official town staff job evaluation form and agreed that it was appropriate to use with Library staff with two changes in the job knowledge section. The wording in section A. was changed to Understanding "*and following*" departmental policies, rules and work procedures; and the addition of section E. "*Participates in ongoing professional development*". Linda anticipates the written portion of the evaluations to be completed during April.

7:36

Building and Maintenance (see Budgets and Grants)

Public Relations – Nothing to Report

Difficult Patron Policy

Linda expressed a need for the Special Services Committee to convene to formulate a Difficult Patron Policy. The Committee will meet on April 4th, 5:00 at the Montague Center Library.

7:40

Historical materials storage: Due to lack of appropriate storage space in the library Linda has given some materials to the Montague Historical Society and is asking for digitized versions of whatever goes to them. The question of where to store materials that may need to be more available to the public or need a more secure and archival storage space than the Historical Society currently has was not resolved. In order to prioritize what materials to keep available and what to pass on to other organizations Linda will have a list made of what is currently housed at the Carnegie Library by the volunteer who has been organizing the historical materials.

Next Meeting Date: Monday, April 24th Millers Falls library at 6:30 p.m.

7:51 Motion to adjourn: Robert Traynor. 2nd Sharon Cottrell

Documents reviewed:

March 7th Minutes

Submitted by Nancy Crowell