

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING

Date: Monday May 22, 2017
Time: 6:30 P.M.
Place: Montague Senior Center
62 Fifth St.
Turners Falls, MA. 01376

6:31 – Call to order – Amanda Traynor

In Attendance: Introductions as newly elected trustees: Amanda Traynor, Sharon Cottrell, Joe Kopara, Nancy Crowell, Gretchen Wetherby, Vicki Valley, Karen Latka, Robert Traynor. Library Director: Linda Hickman

Absent: David Harmon

Nominations and election of officers

Nominating committee: Nancy Crowell and Sharon Cottrell

Voting:

President: Nominees Amanda Traynor and Nancy Crowell

5 for Nancy, 3 for Amanda

Vice President: Amanda Traynor – Unanimous

Secretary: Vicki Valley – Unanimous

Election of Officers complete

Nancy took over facilitation of the meeting as the new President

Minutes - Reading and Approval of minutes from 4/24/2017

Changes noted and will be made by Nancy Crowell

Move to accept by Karen, 2nd by Amanda; unanimous

Sub-Committees

Who would like to serve on which committees?

Looked at descriptions in the by-laws

Decision was made to table until next meeting; time to consider

Corresponding Secretary's Report (Nancy the outgoing Secretary)

Nancy just retyped the old By-Laws with suggested changes so they are computerized

For changes to the By-Laws there must be readings at two meetings– tonight the first

Suggested changes in Bold. (Will attach as appendix)

Bob asked if the By-Laws are in keeping with town By-Laws – will check

Joe: Question about discussion of the By-Laws when not specifically listed on the Agenda – Nancy pointed out it is covered with Corresponding Secretary Report and items not anticipated. It will be listed on next month's agenda.

Linda pointed out that some town employees were told at a recent workshop that it is a good idea to include time of each topic at the meeting; so, time will be included in the minutes from this point forward.

7:12 – Finances

Linda –

1. Fundraising: \$300 from the Children’s Partnership – has to be spent before June – will pay for 3 session of Music and Movement
Bag Book Sale will take place June 3rd – 10:00 – 1:30 at the Carnegie
Joe asked about fiscal year – Linda responded that it goes July 1 – June 30
2. Budget, Grants: Linda gave out financial reports through April so new trustees would have an idea of the budget and to update all Trustees. Went over the line items and how money is being spent. Budget, Donations, and Grants were covered

7:30 – Programming

Adult Coloring – usually only one person, but will continue

Elements Brewing Program in Millers Falls, June 15 at 6:30

Genealogy – run by Sarah Campbell – about 5 or 6 people each time

Technology – Sat. 11-1:00 – somewhat underutilized but Linda thinks will grow as more people become aware of service as many asked for someone like this

Angela getting the Children’s Summer Reading Program rolling

June 5th– Rain Forest Animals program

7:35 - Personnel

1. Linda has completed 6 of 9 written evaluations and hopes to finish soon
A recent employee work related accident: fell down back stairs while carrying bags of books in route to Millers Falls Library – Town dealt with Workmen’s Comp

Linda’s follow up: Highway Dept. fixed back door to open fully, suggested employees use the ramp, delivery of books to branch libraries will be reduced even further in the future

2. Originally the library was closed on Saturday’s in the summer – now open.
Saturday staff person has requested that the library be closed on Saturday of Memorial Day and Labor Day weekends (staff at the library is very limited and there is no extra coverage).

Bob moved to close the library on those requested days, Karen 2nd, unanimous yes

3. Linda will be going away on vacation from June 21st through July 7th. As this is a little longer than usual she has cleared it with the town administrator who recommended that she notify the trustees as well.

7:45 - Building and Maintenance

1. Linda reported that Town Meeting approved the requests for Roof and Trim Repair, the money for ventilation, the architectural Building Study. She is checking as to when she can begin advertising for the architect.

2. Building inspector David Jensen did an inspection of the inside of the Carnegie Library (last inspection is dated 1995) and sent request to the Highway Department to do some repairs. Vicki asked about ungrounded, outdoor outlets on the front of the building and had Mr. Jensen address those. Linda did not think he had examined the outside of the building. The trustees expressed concern as to potential hazard of leaving these as they are and Linda said she will carry that concern to the next level.

7:55 - Special Services- *Library Behavior Policy*

Nancy presented

Reviewed points

Checking about section on “pets” to see if it agrees with Board of Health

Linda wants to review with staff before any finished product – implementation

Suggestions for some changes – Nancy will edit and we will review again

8:20 - Public Relations

Linda commented about the nice follow up article in the Recorder in regard to the Town Meeting votes for the libraries.

8:21 - Items not anticipated within 48 hours of meeting.

Nothing additional

8:21 - Next Meeting Date

July 24, 2017

Montague Senior Center

6:30 pm

8:25 – Motion to adjourn made by Bob, seconded by Joe, unanimous

Vicki Valley
Corresponding Secretary
Montague Board of Library Trustees