

**Montague Public Library Trustees Meeting,  
6:30 P.M. March 7, 2017 Millers Falls Library**

**In attendance:** Trustees: David Harmon, Steve Winters, Nancy Crowell, Sharon Cottrell, Amanda Traynor, Alice Armen, Robert Traynor, Karen Latka.  
Library Director: Linda Hickman

Meeting called to order at 6:37

**Minutes** from the January meeting were approved as amended through a motion by David Harmon and seconded by Robert Traynor.

**Corresponding Secretary's Report: None**

**Finances:**

**Fundraising:** The Friends February Book sale raised a net amount of \$148.00.

**Budget:** Linda has submitted capital improvement requests for \$30,000.00 for roof ledge and trim repair and \$50,000.00 for an architectural assessment of the library buildings. A request for \$4500.00 for an air exchange system has been placed on the Town warrant for approval at Town Meeting.

**Grants:** The Town Planner and Linda have been working on a grant that will replace the current oil furnace with 2 propane furnaces and upgrade current air conditioning system. These changes will increase the efficiency and consistency of the heating cooling system, saving money and increasing comfort. Because the air exchange system will not increase efficiency it cannot be included in this grant.

**Programming:** An adult Valentine Card Party created over 40 Valentines that were donated to LifePath for delivery to Meals on Wheels clients and other seniors. The children's Valentine party had approximately 90 participants.

**Personnel: Director's Evaluation:** The Board reviewed the Personnel Committee's performance evaluation of the Library Director. A motion to accept the evaluation was made by Robert Traynor and seconded by Sharon Cottrell. The board voted unanimously to accept the evaluation.

**Special Services: Disruptive Patron Policy;** Linda requested that the Special Services Committee convene to create a policy on dealing with disruptive patrons. Due to the frequency of these situations Linda would like her staff to have a consistent method for handling disruptive patrons and clear guidelines for patrons to understand acceptable behavior in the library.

Patrons needing computer support is also an issue for staff. Staff currently helps patrons when they have time but often the help needed takes more time than library staffing can support. Linda proposes to hire someone for two hours a week to assist in computer

support (funds to come from state aid) and additionally to create a dedicated time during the week during which staff will be available for computer support.

**Public Relations:** Nothing to report

**Change in branch library hours: Linda requested a change to branch library hours.** Currently branches are open 2-5, close for an hour and re-open from 6-8. Linda proposed the branches be open from 2-7 without closing. Amanda Traynor motioned to approve the change in branch hours and Robert Traynor seconded the motion. The board voted unanimously to accept the motion. Linda will notify the public through the library website, flyers sent through the schools and signs posted at the library. The change will begin on April 4, 2017.

**Approval of annual report:** Alice Armen motioned to accept the annual report, Sharon Cottrell seconded the motion. The board voted unanimously to accept the motion

**Next Meeting Date:** March 28, 2017 – Montague Safety Complex

Motion to adjourn: Amanda Traynor. 2<sup>nd</sup> Robert Traynor

**Documents reviewed:**

January meeting minutes

Director's Evaluation

Annual report

B2Q Associates proposed new heating/cooling systems.

Submitted by Nancy Crowell