

Montague Public Library Trustees Meeting, July 25, 2016, Carnegie Library

In attendance: Trustees: Alice Armen, David Harmon, Steve Winters, Amanda Traynor, Robert Traynor, Karen Schweitzer, Nancy Crowell, Karen Latka and Library Director, Linda Hickman

Absent: Sharon Cotrell

Meeting called to order at 6:35 by Chair Steve Winters

Minutes from the June meeting were approved through a motion made by David Harmon and seconded by Robert Traynor.

Director's Report:

- Linda Hickman reported the no trespass order on a Millers Falls Library patron has been delivered and the issue seems to be resolved.
- New Wednesday morning and Saturday hours have been well attended.
- The new cleaning person is doing a good job. The possibility for library maintenance costs to become part of the library budget was discussed. Trustees will revisit this idea if satisfactory maintenance of library buildings becomes a problem.

Fundraising: Nothing to report

Corresponding Secretary's Report: Nothing to report

Friends:

- Friend's Annual report distributed to Trustees. The Friends Annual meeting is July 28th and will be followed by a talk by Ed Gregory on the Falls Dam.
- Linda received a recommendation that the Friends 5013C issues should be discussed with a lawyer familiar with non-profit organizations.
- Vicki and Don Valley have cleared brush beside Carnegie driveway.

Old Business:

Subcommittee Reports: Subcommittee meetings were set up as follows:

Special Services/Building Committees will possibly meet with Walter Ramsey and Frank Abbandanzio August 23rd 6-6:30 P.M. to discuss what town property/land is available for future library. There will be no additional Trustee meeting this month. Additional Special Services meeting will be scheduled at September Trustee meeting.

Building and Maintenance Committee will set up a meeting with DPW to discuss the air quality report. Possible dates August 16, 17, or 18.

Personnel: Personal Committee will meet September 19th at 5:30P.M. to discuss Library Employee evaluation

Budget:

- The 2016 budget has been spent down. Funds from a vacant staff position were used to cover electricity costs and to purchase additional books and AV materials.
- Trustees requested that budget reports to the Trustees will be prepared and presented quarterly.

Grants: Library received notice that the \$7000.00 STEM grant from the Massachusetts Board of Library Commissioners has been awarded to the Carnegie pending the signing of the contract. The grant funds will be available October 2016- September 2017. The corresponding secretary will send a thank-you letter from the Trustees to the children's librarian for her work in writing the grant.

Building Issues:

- Phase two masonry repairs were completed at Montague Center library. Repairs at the Carnegie Library were not satisfactory. Linda will contact the contractor to with concerns and has \$2000.00 left in that budget to pay for additional costs if required.
- Air Quality report: List of what has/has not been done from the air quality reported is not yet completed.
- More bids are needed before contractor can be hired for roof repair at the Carnegie.

New Business:

Issue with computer security for the computers at the Carnegie Library was raised. Linda noted that *Deep Freeze* software is installed on computers but she will contact IT to look at the problem cited. Suggestion made to post signs reminding library patrons to clear browsing histories.

Public Relations: Linda will put an article in the Montague Reporter announcing the STEM grant when the contract is signed and the grant is official.

Next Meeting Date: September 19th 6:30 at Carnegie Library

Motion to adjourn was made at 7:20 by Robert Traynor and seconded by Amanda Traynor.

Submitted by Nancy Crowell