

Montague Public Library Trustees Meeting, September 19, 2016 Carnegie Library

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

Absent: Sharon Cottrell, Amanda Traynor, Karen Schweitzer, Karen Latka

Meeting called to order at 6:31 by Chair Steve Winters

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

Director's Report:

- Linda presented the Board of Library Commissioners State Aid to Public Libraries Annual Report Information Survey of 2016. She provided a comparison to last year's survey showing that circulation for 2016 is up 10%.
- Upon approval from H.R. the Library Technician is expected to be out on medical leave. Linda will have other employees trained in the Library Technician's duties. If the Library Technician is unable to provide the training, CWMARS will provide the training.

Fundraising: Nothing to report

Corresponding Secretary's Report: A card was sent to the children's librarian thanking her for her work in securing a STEM grant.

Friends:

- Next meeting is September 27th at 5:30
- Next book sale is October first.
- The Friends, especially Vicki and Don Valley, have put in plantings in the cleared section beside the Carnegie driveway.

Old Business:

Building and Maintenance Committee

- Committee members met with DPW employees, the Health Inspector and Capitol Improvements Committee member Don Valley to review the air quality report including what has been addressed, immediate concerns and long range plans for improvements. Linda will type up notes from that meeting to present to Trustees at the October meeting.

- David Harmon reported that a meeting with the Trustees, town planner and town administrator to discuss town property/land available for a future library site has not yet been scheduled. He will continue to try to schedule the meeting.

Personnel: Personal Committee met September 19th at 5:30P.M. A draft template for the Director's evaluation is in progress which will be presented for Trustee approval at the next Trustee meeting.

Building Issues:

Only one bid has been submitted for needed roofing work, 2 additional bids are needed.

Budget: Nothing to report

Grants: Nothing to report

New Business:

None

Public Relations: None

Next Meeting Date: October 24th 6:30

Motion to adjourn was made at 7:29 by David Harmon and seconded by Robert Traynor.

Submitted by Nancy Crowell