

## **Montague Public Library Trustees Meeting, 6:30 P.M. October 24, 2016 Carnegie Library**

**In attendance:** Trustees: David Harmon, Steve Winters , Nancy Crowell, Sharon Cottrell, Karen Latka and Library Director, Linda Hickman

**Absent:** Robert Traynor, Amanda Traynor, Karen Schweitzer, Alice Armen

Meeting called to order at 6:37 by Chair Steve Winters

**Minutes** from the September meeting were approved as amended through a motion made by Karen Latka and seconded by Sharon Cottrell.

### **Director's Report:**

- Upcoming programs at the library include:
  - Halloween Party on September 29<sup>th</sup> at the Carnegie
  - Trick or Treating at the Montague Center Library Oct. 31<sup>st</sup>
- The monthly adult coloring program will be changing to the first Thursday morning of the month starting December 1<sup>st</sup>.
- Linda attended lunch at the Montague senior center. She is planning on continuing this outreach to inform seniors of library programs, provide large print books and facilitate those interested with applying for library cards.

**Fundraising:** Nothing to report

**Corresponding Secretary's Report:** Nothing to report

### **Friends:**

- Next book sale is November 5th.
- 501C3 process is continuing. The Friends are appealing recent decision to not allow Friends 501C3 status.

### **Old Business:**

#### **Personnel**

- The Personnel Committee presented a draft form to be used to evaluate the Library Director's performance. The Trustee's made several additions to the form and voted to approve the draft as amended. The motion to approve was made by David Harmon and seconded by Karen Latka. All approved.  
The process for completing the Library Director's evaluation was also discussed. The Personnel Committee will complete the evaluation and bring back to the full board for approval.

## **Budget**

- Linda will bring the first quarter budget to the next meeting for the Trustees to review.
- Linda has recently learned that the MHEC buying collaborative the library currently uses to save money for books and DVDs can also be used for library supplies and furniture.

## **Building**

- Linda now has three official bids for roof work so she will be able to proceed with hiring a contractor to complete needed repairs.
- Building procurement laws are changing as of November 1, 2016. Bids will now have to be in writing with a full description of the work to be done.
- Minutes from the Building subcommittee meeting with Town administrator Frank Abbondanzio and Town Planner Walter Ramsey were amended and approved. David Harmon made the motion and Steve Winter seconded.
- Discussion on the facility study recommended by the Town Administrator. Linda will contact Walter Ramsey as to how to proceed. Some of the things that need to be addressed in the facility study are handicap accessibility, flooring issues, electrical and heating/cooling systems and roof issues.

## **Grants:**

- The Stem grant is being implemented. The Friends have voted funds to help with the purchase of new computers for this project. Linda explained that additional funds are needed for computers as use of grant funds for computers puts restrictions on all computers at the library.

## **New Business:**

None

**Public Relations:** An October 6<sup>th</sup> article in the Greenfield Recorder reported on the STEM grant recently received by the Montague Libraries.

**Next Meeting Date:** Nov.21, 6:30

Motion to adjourn was made at 8:05 by Sharon Cottrell and seconded by Karen Latka.

## **Documents reviewed:**

Library Director Evaluation Form  
Building Committee minutes

Submitted by Nancy Crowell