

**Montague Public Library Trustees Meeting,
6:30 P.M. December 15, 2016 Carnegie Library**

In attendance: Trustees: David Harmon, Steve Winters , Nancy Crowell, Sharon Cottrell, Karen Latka, Amanda Traynor; Library Director, Linda Hickman

Absent: Robert Traynor, Karen Schweitzer, Alice Armen

Meeting called to order at 6:29 by Chair Steve Winters

Minutes from the October meeting were approved as amended through a motion made by Amanda Traynor and seconded by Sharon Cottrell.

Budget:

Fiscal 2018

Linda reviewed the proposed Fiscal 18 budget. There is a slight increase of approx. 4% due to mandatory salary increases and staff longevity payments totaling \$10,000.00. The rest of the budget is level funded with the exception of: Books/subscriptions (20% of the budget must be allocated to books according to the terms of the State library grant); electricity and travel were raised to reflect the true cost; CW MARS, office equipment and computer R&M were raised slightly. The Trustees reviewed and made suggestions on the budget narrative which was not yet complete. A motion to approve the budget as proposed was made by Amanda Traynor and seconded by Karen Latka, motion unanimously approved.

Capital Requests

2 estimates on the remediation of the basement space at the Carnegie came in at \$60,000-\$80,000.00 and the second estimate at \$150,000.00. The building inspector has noted that any project over \$150,000.00 will trigger additional accessibility requirements. A discussion on the need for a comprehensive assessment of all the town library buildings followed. For the purpose of Capital Requests it was suggested that the HVAC system at the Carnegie be prioritized and building assessments for all 3 libraries by an architect be proposed.

Building Maintenance Issues- See Capital Requests

Corresponding Secretary's Report:

- **Changes to the agenda format:** Tabled until next meeting
- **Accessible meeting location:** The Trustees meeting location must be accessible to the public as required by the Open Meeting Law. The Trustees will meet in January at the Millers Falls Library and the secretary will look into the possibility of holding future meetings in the meeting room at the Montague Safety Complex.

Sub Committee reports:

Personnel: Director's Evaluation

Secretary, Nancy Crowell will e-mail sub-committee members to set a date for a meeting to complete the Director's evaluation.

Next Meeting Date: January 23, 2017 – Millers Falls Library

Motion to adjourn was made by David Harmon and seconded by Amanda Traynor, meeting adjourned at 7:39.

Documents reviewed:

Proposed budget FY18
Capital Projects Schedule

Submitted by Nancy Crowell