

**Montague Public Library Trustees Meeting,
6:30 P.M. April 24, 2017 Millers Falls Library 2**

In attendance: Trustees: David Harmon, Nancy Crowell, Amanda Traynor, Robert Traynor, Karen Latka, Steve Winters, Alice Armen.

Library Director: Linda Hickman

Absent: Sharon Cottrell

6:31 Meeting called to order

Minutes from the March 28th meeting were approved as amended through a motion by Amanda Traynor and seconded by David Harmon.

Corresponding Secretary's Report: None

6:35 Finances:

Fundraising: Nothing to report

Budget: The budget request on the town warrant for \$5000.00 for air exchange system and \$50,000 for architect study of the libraries has been approved by the Select board, Finance, and Capitol Funds Committees. The Architect study amount will be requested to be reduced to \$45,000.00 at the town meeting. \$30,000 was approved for roof work.

Grants: The children's librarian has completed a first quarter report on the STEM grant. The participants have been primarily homeschooled and after school participants and not regular library users. The Planetarium program held at Sheffield School had 120 participants. 21 attended the Lego program. The Makey Makey kit programs have averaged 12 participants. The live animal show had 5 participants which Linda attributed to having to preregister and for an older than usual audience. Steve Winters asked what the boy/girl ratio was in the groups participating; Linda responded that information was not formally collected for the report. After discussion the Trustees requested that data should be collected on underserved populations including gender and minorities.

The children's librarian is requesting a smart TV to assist in delivering some of the STEM programming. Linda feels that this might be something to request from the library's Friends group and/or paid with state aid funds.

Other budget items: Linda is planning on using state aid money in the future to replace the copier at the Carnegie which is getting old and difficult to keep operating smoothly. Linda was asked whether it was feasible to have copiers/printers for the branches and said that she would discuss this with the librarians at those sites. Her concern is that copiers can take up a lot of librarian time. Other items to be purchased are a new book return box and paperback book racks.

Programming:

Children's: A live animal show and stuffed animal sleepover on April 21st was a success.

Adult:

A talk and tour with the owners of Element Brewing Company in Millers Falls is scheduled for June 16 at 6:30.

A Permaculture program has been scheduled for Thursday May 11th @6:30.

Personnel: Staff Evaluations

Linda has completed a letter to staff outlining the new staff evaluation process which she will distribute along with the new form. Linda will then begin individual evaluations, and expects completion by the end of May.

Building and Maintenance

In the process of upgrading the wi-fi system on the second floor of the Carnegie it was determined that upgraded cabling is also needed. Linda will apprise the highway department of this need but will continue the wi-fi upgrading whether or not the town upgrades the cabling.

Public Relations –

Behavior Policy- The Special Services Committee reviewed the policies of other libraries and has crafted a behavior policy suited to the Montague Libraries. The policy will be ready for Trustees' to review and approve at the May meeting.

Items not anticipated within 48 hours of this meeting:

Robert Traynor thanked Alice Armen and Steve Winters, both retiring from the Board, for their many years of service as Library Trustees.

A question was raised about the election of officers for the Board that will occur during the May meeting. The nominating committee traditionally presented nominees for officers of the board but has not been active in the past two years. Linda and the Corresponding Secretary will review the by-laws to see if the nominating committee is needed.

The current Vice Chair, Amanda Traynor, announced that she would be willing to be nominated for the Chair position.

Next Meeting Date: 6:30 p.m. May 22 or 23rd depending on space availability, location TBD.

7:51 Motion to adjourn: Robert Traynor. 2nd Amanda Traynor

Documents reviewed:

March 28th Minutes

Submitted by Nancy Crowell