

Montague Public Libraries Trustees Meeting Minutes

Date: Monday, August 28, 2017

Time: 6:30 pm

Place: Miller Falls Library
Millers Falls, MA

Attendance: Nancy Crowell, Karen Latka, David Harmon, Joe Kopera, Gretchen Wetherby, Vicki Valley

Absent: Amanda Traynor, Robert Traynor, Sharon Cottrell

6:38 – Call to order – Nancy Crowell

Reading of Minutes of 7/24/17

Revisions

K. Latka moved to approve, Seconded by G. Wetherby

6:45 – Appointment of Committee Members

New List at end of minutes

Chairs appointed

Personnel and Special Services need to meet

Personnel will meet September 6th at 3:00 at the Millers Falls Library

Special Services will meet September 25th at 6:00 at the Montague Senior Center in
Turners Falls

Steve Ellis would like to see Library Policies

Switching meeting places of next two meetings: Montague Senior Center on September
25th and Montague Center on October 23rd

Committee Chairs should create agenda for their committees

Subcommittee Minutes will be approved at Trustee meetings – will be on Agenda

7:05 – Corresponding Secretary's Report

Secretary will get and deliver retirement card for Mary Ann

7:07 – Finances

a. Fundraising

a. Report on Donated Funds – L. Hickman

No problem accepting \$10,000 donation to Montague Center alone

Arrangements are being made for bookcases

b. Book Sales – V. Valley – August Sale - \$171

b. Budget Update – L. Hickman – Handouts

c. Grants – L. Hickman – two bike racks – one at the Carnegie and one at Montague Center – Look good

7:35 – Programming

L. Hickman – decided not to do adult summer reading program – not missed by patrons

Kids programming – Theme from STEM grant – science oriented – less participation

Puppet show – well attended

New Tweens and Teens advisory group working with Angela Rovatti-Leonard

7:42 – Personnel

- a. Status of hiring for new positions
 - a. Party for Mary Ann on Thurs., Aug. 31st from 3-5pm
 - b. Kathleen Lacey is replacing Mary Ann Packard
 - c. Kathleen's position is currently being advertised and interviews held
- b. Performance evaluations update
 - a. One employee's eval. completed – need to have goals area on evaluation
 - b. Approval for L. Hickman to attend Supervisory Skills Program at the Human Services Forum of Holyoke (overall 5 days)

7:55 – Building and Maintenance

Status of architect search –

RFP needs to be created – Steve Ellis and State Board of Library Commissions will help – Nuts and Bolts assessment, not design

The architect will establish list of what needs to be done and prioritize

L. Hickman hopes to have prepared an RFP in the next two weeks

8:00 – Special Services

By Laws revisions – went through by laws and made a few more changes

Next meeting will be second reading and vote for approval

8:44 – ARIS (State Aid) Report

Circulation figures reports gone over with L. Hickman

9:03 – Public Relations – none

D. Harmon requested that the Snow Policy be reviewed at the next meeting

9:04 – Next Meeting

Monday, September 25, 2017 at the Montague Senior Center in Turners Falls at 6:30

Monday, October 23, 2017 at the Montague Center Library in Montague Center at 6:30

9:05 – Move to Adjourn – K. Latka, Seconded by J. Kopera

Vicki Valley
Corresponding Secretary
Montague Board of Library Trustees

Draft 8/27/17