

# Montague Pubic Libraries Trustees Meeting Minutes

**Date:** Monday October 23rd, 2017

**Time:** 6:30 P.M.

**Place:** Montague Center Library

17 Center St.

Montague Center, MA, 01351

**Attendance:** Trustees: Nancy Crowell, Karen Latka, David Harmon, Joe Kopera, Gretchen Wetherby, Amanda Traynor, Robert Traynor, Vicki Valley  
Montague Library Director: Linda Hickman

## 6:33 – Call to Order

Reading of minutes for 8/28/2017

Revisions

Gretchen Wetherby moved to approve the minutes, Seconded by Dave Harmon

## 6:35- Corresponding Secretary's Report – nothing to report

## 6:35 - Finances

### a. Grants

1. LSTA STEM project completed – Angela Rovatti-Leonard has submitted report
2. Mass. Cultural Council grant applications

## 6:37 - Programming updates

Children's programing statistics are down at the branches

Only very specific events will be scheduled for now (i.e. Halloween)

With the LSTA STEM grant program completed Angela Rovatti-Leonard will have more time to redirect efforts to other programing

Hoping to collaborate with the Millers Falls Community Improvement Association

Linda Hickman will be at the Millers Falls Library for the Halloween program

A site license to show films at the libraries is being pursued - \$379 (in house only)

To show movies outdoors is an extra \$200 - \$300 per showing

Some discussion about working with the Brick House or Senior Center

Attendance at STEM programing has been up and down

Adult coloring continues to be poorly attending; but, will continue

Card making for holiday season and Valentine's Day – usually well attended

More discussion of using the film showing as a way to increase non-traditional library use

## 6:53 - Personnel

a. Revise staff policy on use of communication devices – shelved for now

b. Special Town Meeting request for severance wages for retiree granted

c. Cross training update

Scott has trained to process new DVDs

CWMars sent someone to train on processing DVDs and Fiction

Both will work more with Michele to bring up to date new materials and donated items  
Angela Rovatti-Leonard and Linda Hickman (along with other department heads) attended an additional training with the town accountant, Carolyn Olsen, on “Billing and Payroll”

### **7:10 - Building and Maintenance**

Status of architect search – RFP still to be completed

Roof updates – Montague Center work slowed because of asbestos in a chimney that was to be removed. Decision was made to seal over leaking area rather than to remove the chimney.

It was also found that the snow panels are inferior product and not installed properly – they need to be replaced with a heavier product and actually attached to the roof to prevent ice dams – Estimate is \$14,000 for the work and another.

As the cost for Carnegie roof has come in under approved amount Linda Hickman will request at the next town meeting that the funds be transferred to finish the work at Montague Center Library.

Slate work at Montague Center is completed.

### **7:17 - Town Safety Committee**

Town planner, Steve Ellis, is working to improve communications between departments and better coordinate with the town’s insurance companies.

All town departments could benefit with lower rates and grants resulting from taking recommendations and training. - i.e. heavy glass doors at the Carnegie, fire alarm needs to be connected to Fire Department – other safety issues

Steve Ellis and Insurance Company will be touring the library buildings

### **7:23 - Special Services**

By-law revisions – suspended until next meeting as Secretary did not have the revised version copies

Patron Behavior Policy – to be discussed with staff next

Library Trustee Resignation/Opening – Linda Hickman will advertise and post opportunity for application

### **7:32 - Open Meeting Law Update** – Linda Hickman forwarded link to Trustees

### **7:34 - Snow Policy Review**

Monday through Thursday the Selectmen decide if there should be a closing

Friday and Saturdays – Linda consults with another employee, Tom Bergeron, and a Trustee about closing

Children’s programing is cancelled or postponed if school is closed

If Linda is out Angela follows the same procedure

### **7:35 – Circulation**

Down

New materials are currently taking too long to hit the shelves due to recent staff absences.

Also need to put “hold protection” on new materials so they remain at our libraries for the first few months (not going out on inter-library loan)

### **7:43 - Public Relations** – nothing new

### **7:44 - Items not anticipated within 48 hours of meeting.**

Linda Hickman wanted to know how early trustees wanted to be notified of the upcoming meeting – response was that the current notification of the posting of the agenda was good.

Vicki Valley was asked to forward Long Range Plan and Action Plan to visit in January.

**7:50 - Next Meeting Date**

**November 20<sup>th</sup> at the Montague Senior Center, 62 Fifth Street, Turners Falls @ 6:30**

**Tentative December meeting December 11th**

Vicki Valley

Corresponding Secretary

Montague Board of Library Trustees

Approved