

**MONTAGUE PUBLIC LIBRARIES  
TRUSTEES MEETING  
Minutes**

**Minutes from:** Date: Monday March 26, 2018 Time: 6:30 P.M.

Place: Council on Aging 62 Fifth St. Turners Falls, MA. 01376

**Attendance: Nancy Crowell, David Harmon, Jeri Moran, Amanda Traynor, Robert Traynor, Joe Kopera**

**Montague Library Director: Linda Hickman**

**Absent: Karen Latka, Gretchen Wetherby, Vicki Valley**

6:37 Meeting opened by chair, Nancy Crowell

6:46 Minutes - Reading of minutes from 2/26/2018- Minutes approved with corrections, Approved unanimously. Motion: Amanda, second, Bob

6:48 Corresponding Secretary's Report, Secretary absent, no report

6:48 Finances:

1) Linda reported that the finance committee voted to support the proposed library budget, next it goes to annual town meeting on May 5th, 2018 for final approval. The finance committee did have questions about the state aid the library receives.

2) Linda is looking into using some of the state aid money to buy 9 new computers. (Dells with windows 7 that will come with Windows 10 upgrade disks). She is being assisted by Horace, the town Tech consultant. 4 computers would be for public use, 2 for the circulation desk and one for each of the three full time employees to use.

3) A donation of \$1,000 was made to the Montague Center Library from Elaine Cuthbert. Bob will be sending a thank-you note from the trustees. The money will likely be put towards new shelving at the Montague Center Library.

7:00 Annual library report for town report -read, moved to be approved by Joe, seconded by Bob, pass unanimously.

7:01 Long Range Plan update - no updates at this time

7:02 Programming updates - none

7:03 Personnel

1) Request for Linda to carry over 4 days of unused vacation to following year that she couldn't use due to staffing issues.

2) Discussion of employee tardiness policy, Linda will write up policy as discussed and present it to the board next meeting.

7:10 Building and Maintenance

1) Status of architect search- Linda is working with Steve Ellis (Town Administrator) on drafting the R.F.P.

2). Montague Center roof update -The needed snow panels will be done as part of the repair work in progress, cost will not exceed the estimate or approved funds for said work.

3) Cleaning issues- Ongoing inadequate cleaning being done, areas of concern are: All bathrooms, Sinks, upstairs garbage and office floor. Linda will report issues to Tom Bergeron, head of D.P.W. and will invite him to tour the Carnegie Library to help address these issues.

#### 7:15 Special Services

1). Branch survey sent to trustees. Special services subcommittee to meet to discuss at 5:30 on 4/30/18 (ahead of next trustees meeting at the Montague Senior Center).

2) Computer usage policy- Also to be discussed at Special Services Subcommittee Meeting.

3) Next meeting date -4/30/18 at Montague Senior Center.

#### 7:20 Friends Update

1). Book sales- Better than average (no numbers for it today).

2). Volunteers needed - Friends are working to recruit library volunteers.

#### 7:21 Public Relations

1). MFCIA update - In continued collaboration, the Millers Falls Community Improvement Association will host an event at the Millers Falls Library on May 10th, from 3-6:30 which may include planting pansies for Mothers Day and origami.

2) Millers Falls Library Open House on 3/20/19- Went well, introduced the new Millers Falls Librarian, Melinda.

3) Richard Little has donated an ARMORED MUD BALL from Turners Falls. A public event is planned at which Richard will present the mud ball, which will then be displayed at the Carnegie Library.

7:27 Next meeting - 4/30/18 at Montague Senior Center, 6:30. Special Services Subcommittee 4/30/18, 5:30 at Montague Senior Center.

7:28 Meeting adjourned, Motion made by Amanda, Seconded by Joe

Minutes taken by David Harmon, substitute clerk