

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING

Date: Monday July 30, 2018

Time: 6:30 P.M.

Place: Montague Center Library
Montague Center, MA

Attendance: Nancy Crowell, Joe Kopera, Karen Latka, James Martineau,
Tricia Perham, Vicki Valley, Gretchen Wetherby
Montague Library Director: Linda Hickman

Absent: David Harmon, Amanda Traynor

6:30 Call to Order- Nancy Crowell

Reading of Minutes – Move to accept Karen Latka 2nd Tricia Perham, approved by all except Joe Kopera and Gretchen Wetherby who abstained due to absence from last meeting.

6:32 Nothing to report from the Corresponding Secretary

6:33 Finances/Budget Report

Linda Hickman gave out copies of the Actual and Budgeted Expenses and Encumbrance Reports as of 7/17/18 and went over it with the Trustees

6:49 Personnel

- a. Staffing Updates: Currently a temporary person in part time position – job being reposted more broadly as of August 10, 2018
- b. Evaluation of employees continues
- c. Personnel Committee will meet on August 27 at 5:30 for Linda Hickman’s evaluation – Linda will send out the evaluation form in advance to committee members.

6:55 Building and Maintenance

- a. Security Status: DPW will be installing alarms on the doors and setting up motion detectors; no alarms on the windows as Linda Hickman asked for as she was told the motion detectors would set off alarms. Hoping to get a grant to install cameras in specific places around the Carnegie and Millers Falls Libraries.
- b. Status of architect search – Steve Ellis is working on a final product
- d. Cleaning issues – A new person has just been hired by the Highway Department. A cleaning list and report log will be prepared and implemented for the libraries.
- e. The Building and Maintenance Committee will do a tour of the Libraries and prepare a list of what needs or is desired to be done at each of the buildings – September 6, 2018. Meeting Linda Hickman at Millers Falls Library at 9:00 am.

7:11 Special Services

Library Survey Review – Suggestions made, Vicki Valley will make changes and send out to all members and we will return to it at the next meeting.

- 7:32** Friends of the Montague Public Libraries Update – Vicki Valley (President of Friends)
Raised \$111 at the July book sale
Poster Frame with \$100 in State Raffle Tickets fund raiser brought in just over \$500 – will report exact income from that at next meeting
Sponsoring a Marionette Program August 3rd
Next book sale is August 4
Selling new Library Book Bags soon. \$10 each
Sponsoring the license for showing films at the Carnegie Library
- 7:38** Public Relations News
Snake Program was well covered in the Recorder
Richard Little’s presentation of an Armored Mud Ball to the artifacts room
Being kept in a locked display case and was well covered by the Montague Reporter
- 7:41** Additional Items not anticipated:
Linda Hickman gave out the Conflict of Interest Summary and Signature forms to those trustees who had not received them.
- 7:42** Next meeting August 27th at the Council on Aging in Turners Falls at 6:30
No September meeting
October 29 and November 26, 2018 at the Council on Aging.
- 8:30** Move to adjourn by Vicki Valley, 2nd by Joe Kopera , unanimous vote

Documents Reviewed:

Library Survey
Actual and Budgeted Expenses and Encumbrance
Actual and Anticipated Expenses
Special Revenue and Trust Funds FY2018

Vicki Valley
Corresponding Secretary
Montague Board of Trustees