

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING MINUTES

Date: Monday December 17, 2018

Time: 6:30 P.M.

Place: Gill-Montague, Council on Aging 62 Fifth St., Turners Falls, MA

Attendance: Nancy Crowell, David Harmon, Karen Latka, James Martineau, Tricia Perham, Vicki Valley, Gretchen Wetherby

Montague Library Director: Linda Hickman

Absent: Joseph Kopera, Amanda Traynor

6:31 Call to Order and Minutes - Reading and Approval of minutes from 11/26/2018
Motion to approve Gretchen Wetherby, 2nd Tricia Perham

6:34 Corresponding Secretary's Report – nothing to report

6:34 Finances

2020 budget – presented by Linda Hickman

Went over the budget

One unanticipated change – a request to make a new job description for

Angela Rovatti-Leonard to include the position of Assistant Director along with that of Youth Services Librarian – Discussion followed with approval from the Trustees to pursue the change

Motion to approve the Budget as presented Vicki Valley, 2nd Tricia Perham

7:05 Personnel

- a. Library Trustee opening – still no formal notice from Joseph Kopera
- b. Staff meeting update- Staff meeting at Carnegie December 14th with some good discussion regarding Fine policy and consistency and procedures to follow if a hypodermic needle is found in the library. If comfortable, staff with deal with it; if not the police may be called to remove the item.
- c. New staff member- Linda Chatfield
- d. New staff schedule – put together by Angela Rovatti-Leonard – very useful
- e. Personnel Sub-Committee will meet at the Council on Aging, 4th Street, Turners Falls, January 28th at 5:30

7:16 Building and Maintenance Committee Report made by Vicki Valley

Providing Linda with a list of categories from subcommittee findings to pursue in the budget and town meeting. To include: Moisture issues, Electrical issues, Carpeting in the children's room at Carnegie.

Also discussed the remaining items in Building and Maintenance Report and what might be done by the Highway Department (responsible for maintenance of town buildings) and what will need to be contracted out. There is a need for the Sub-Committee, Linda Hickman, Tom Bergeron, and Steve Ellis to meet to get a better idea of what needs to go on which list. Linda Hickman will arrange a meeting.

In addition, the Trustees would like to see completion of the RFP for an architect. It has been a year and a half since the town agreed to provide the funds for this assessment and we need to move forward.

7:30 Special Services

Library survey approval- Move to accept as amended Tricia Perham, 2nd Karen Latka

7:40 Friends Update

Next sale is Saturday December 22 – please spread word.

Public Relations – nothing new

Items not anticipated within 48 hours of meeting: Angela Rovatti-Leonard job description as described above

7:45 Next Meeting Date – January 28th, 6:30 at the Council on Aging in Turners Falls

Vicki Valley

Corresponding Secretary

Montague Board of Library Trustees