

Montague Public Libraries Trustees

April Minutes

Date: Monday, April 27, 2020

Time: 6:30pm

Place: Zoom Meeting <https://umassmed.zoom.us/j/97779216416> Meeting ID: 943 8923 6382

Attendees: Nancy Crowell, David Harmon, Karen Latka, Margot Malachowski, Jim Martineau, Tricia Perham, Gretchen Wetherby, Susan Yarmac

Library Director: Linda Hickman

Absent: Vicki Valley

6:35 Call to order.

6:36 Minutes from 2/24/2020—unanimously approved with amendments from Linda Hickman.

6:37 Corresponding Secretary's Report—reminder that Vicki will no longer be a Trustee at the end of her term. We will need a new Secretary after the next Town Election.

6:39 Personnel—Linda updated the Trustees on staff working-from-home during the COVID-19 pandemic. Staff will continue working from home until May 4, 2020. Staff are engaged in variety of projects including continuing education. Linda is working five days per week at the Carnegie Library. The Montague Center and Millers Falls branches are staffed. None of the buildings are open to the public. Library staff are cataloging and processing books, shelf-reading and doing inventory of the collections. Staff are practicing social distancing and wearing masks. The Carnegie and Montague Center are not accepting returns currently. CWMars designates all libraries "closed" so there are no overdues and no fines accruing. Library staff are fielding many phone calls. In collaboration with the Senior Center, library staff are phoning seniors at-risk and connecting them with services. Several staff are fearful of working in the buildings. There are limits to what staff can do at home. (please note: recording was started during this report—apologies for forgetting to hit RECORD earlier)

Margot Malachowski updated the Trustees on the Special Services Staff Survey. The Trustees reviewed the draft Google survey. SOAR Analysis is designed to identify strengths, opportunities, aspirations and results. Staff will be asked to rate statements under each SOAR category and provide comments. Trustees preferred rating each statement (very important, somewhat important, less important) rather than ranking statements against each other (most important to less important). Tricia Perham said we should decide how we are going to use the data before we ask the staff to fill out the survey. Given the current circumstances with COVID-19, the staff survey will be delayed until a later time.

7:07 The discussion on how to proceed with Linda's review was tabled until our next meeting.

7:08 Building and Maintenance—Linda updated the Trustees on Montague Center Library. The roof was leaking, and bricks were falling. Linda contacted a masonry company and went through the

necessary procedures to have a neighbor's tree removed. The roof is watertight. Costs will be covered with State Aid.

Tricia said walk-throughs for moisture remediation at Montague Center Library could still happen, if COVID-19 safety protocols are followed. Town Administrator Steve Ellis needs to put bid documents together before we can move forward.

Linda will contact architect Robert Smith to follow up on the library building study.

7:16 Special Services—Linda is gathering documentation on how to open the library buildings once non-essential business can be conducted. The buildings will need personal protective equipment, cleaning supplies and plexiglass shields to protect staff and patrons. The Trustees talked about limiting the number of people in the building, safe practices for curbside pick-up, and methods of quarantining returned materials. Trustees talked about eventually having each location open for two days per week. This would give access to library services six days per week. Linda is collecting staff ideas and concerns.

7:28 Public Relations—A recent article in the Montague Reporter asked why the libraries cannot be circulating books during the pandemic. Linda wrote a reply that will be published in an upcoming issue. Angela is sharing storytimes on Facebook Live. Music and Movement is on Facebook Live. The Trustees agreed that some future programming could be done online, even after the COVID-19 pandemic subsides.

7:32 Need for Trustees—Vicki will not be running in next election. Susan is considering another 1-year term. New Trustees will come in after the Town Election on June 22, 2020.

Linda suggested Margot Malachowski for Acting Secretary. Jim made the motion, Tricia seconded and the vote was unanimous.

7:38 Next Meeting—TBD after Governor Baker decides about opening non-essential business in Massachusetts.

7:40 Meeting adjourned.

Respectfully submitted,

Margot Malachowski
Acting Secretary
Montague Public Libraries Trustees