

Montague Public Libraries Trustees

July Minutes

Date: Monday, July 13, 2020

Time: 6:30pm

Place: Zoom Meeting <https://umassmed.zoom.us/j/97360551400>

Attendees: Polly Billiel, Nancy Crowell, David Harmon, Margot Malachowski, Jim Martineau, Tricia Perham, Gretchen Wetherby

Library Director: Linda Hickman

Absent: Karen Latka, Sherri Roffi

6:34 Call to order.

6:35 Minutes from 2-24-2020 and 4-24-2020—unanimously approved with amendments from Linda Hickman.

6:41 Welcome to Polly Billiel, new Trustee. Our second new Trustee, Sherri Roffi, was unable to attend tonight's meeting.

6:42 New Officers voted in as slate. Passed unanimously.

- Chair: Gretchen Wetherby
- Vice Chair: Tricia Perham
- Secretary: Margot Malachowski

All Trustees will read the By-Laws before the next meeting. At that meeting, we will select committee members.

6:50 Secretary's Report—we will be posting the By-Laws, agendas, minutes, and any relevant documents discussed on the Town Committee page (<https://www.montague-ma.gov/g/66/Library-Trustees>) Margot will contact Vicki for documents and login information.

6:54 Personnel—we will wait until the committees are selected before proceeding with Linda's performance review.

6:56 Building and Maintenance—Town Administrator Steve Ellis has the scope of work for the moisture remediation. He suggests dividing the project into two components: 1. HVAC and vapor barrier, and 2. Painting and cleaning. Linda will send these suggestions to members of the Building Committee. Trustees will discuss at the next meeting.

The roof repair for Montague Center Library is delayed due to COVID-19. Repairs include the installation of a snow barrier.

Renaissance will be able to re-finish the Carnegie doors soon. The threshold and refinishing still needs to be done.

Linda has not been in touch with architect Robert Smith with regards to the Building Study.

- 7:16 Special Services— Trustees agreed to send a thank-you card to Vicki Valley for her many volunteer hours.

Since June, a Curbside Program has been in place. Circulation is steadily increasing at all three locations. Patrons request materials by either placing a hold in C/W MARS or by phoning the library. Materials are placed in paper bags for curbside pickup. Materials are returned in the book drops at each location. Massachusetts Library System will resume delivery between Massachusetts libraries on Monday, July 20, 2020.

Re-opening the libraries is much more challenging. Linda shared the Massachusetts guidelines for libraries (see document *Reopening Massachusetts Libraries: Guidelines and Recommendations for Resuming Full Services - Version 2 updated for Phase 3*).

The Carnegie Library will open first. To limit the number of people in the building, patrons will need to make an appointment for browsing or computer use. Patrons will enter one door and exit a different door. Town Selectboard and Board of Health will review plans. Millers Falls and Montague Center will open later, with a second staff person to help manage mask compliance. Linda has masks to distribute to anyone without a mask.

Per the Massachusetts Board of Library Commissioners, when patrons are able to enter the buildings, staff should not keep logs of patron names and addresses for contact tracing.

Per C/W MARS, fines have been eliminated through December 31, 2020. Trustees discussed the fines, how much money is generated from fines, and differentiating overdue fines from replacement fees for materials that are never returned. Fine money goes to the town, not to the Library. Linda will discuss the possibility of future “fine free” policies with the Selectboard.

- 7:44 Public Relations—Library staff are receiving thank-you cards from patrons. Angela is putting together Craft Projects To-Go for the Summer Reading Program.

- 7:50 No unanticipated business. Trustees discussed the logistics of re-opening procedures.

- 7:57 Next Meeting—Monday, August 24, 2020 at 6:30pm.

- 8:00 Meeting adjourned.

Respectfully submitted,

Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees