

Montague Public Libraries Trustees

August Minutes

Date: Monday, August 24, 2020

Time: 6:30pm

Place: Zoom <https://umassmed.zoom.us/j/99844355362?pwd=V3JjcXRmdTVWTVQ3N3IxnNjJHdUUzd09>

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

Library Director: Linda Hickman

Absent: Sherri Roffi

6:35 Call to order.

6:35 Minutes from 7-13-2020 —approved with one abstention from a Trustee who was not in attendance.

6:41 Subcommittees selected. See accompanying document.

6:45 Secretary's Report—Linda will contact the web developer to get login and passwords so that Margot can post the By-Laws, agendas, minutes, and any relevant documents discussed on the Montague Public Libraries Trustee page (<https://montaguepubliclibraries.org/p/5/Library-Trustees>). The By-Laws state that the Secretary may serve only one year. We will review this term limit in future meetings. We need to discuss any changes to the By-Laws for three meetings before any changes to the By-Laws. The Special Services Subcommittee will look at this and advise.

Nancy will write the Thank You note to Vicki Valley on behalf of the Trustees.

7:04 Personnel—Nancy explained to procedure for Linda's review, including talking with people at Town Hall, allowing staff to comment anonymously, and meeting with Linda. Each member to the Personnel Subcommittee needs to look over the review materials.

The Library has two staff openings due to two retirements: Children's Programming Assistant and Branch Library Assistant. For the Children's position, the Library is looking for someone who is comfortable doing online programming. Additional duties include helping at the circulation desk and working with the curbside pick-up program.

One staff member is expressing concern about the safety of re-opening.

7:23 Building and Maintenance—When Reade Roofing removed the snow panels from the Montague Center Library roof, damage was discovered. This roof damage will not be addressed at this time. The masonry work and additional repair were done. The new snow panels are installed and more securely anchored.

There is \$5000 allocated for ventilation system for the Carnegie Public Library. Linda is looking at CARES Act funds to help cover the costs. Dave mentioned that there are restrictions on the

expenditure of CARES Act funds. Linda is working directly with Jamrog HVAC. She will forward estimate to the Building Maintenance Subcommittee.

CARES Act funds might be available for Wi-Fi improvements. Currently, Comcast is providing a free account for all the public computers and the Wi-Fi that goes down frequently. The Carnegie needs a stronger connection that will reach outside of the building. Linda will follow up with CW/MARS, the town and with Comcast to see which service will be affordable and will provide good technical assistance.

7:40 Special Services— Circulation is up at the Carnegie and the branches. Curbside is not working as well at Montague Center. Linda reports that we are serving predominately adults with computer skills/internet access who place their own holds at home. We discussed how to better reach families and spread the word about curbside services.

Re-opening will start with the Carnegie. See accompanying document.

Staff understands that this is the next logical step. Linda expects that procedures will change over time.

8:13 Trustees unanimously endorsed the re-opening plans.

8:14 Historical Materials Preservation Study Award—the Massachusetts Board of Library Commissioners awarded Montague Public Libraries the \$30,000 LSTA grant. Linda needs to fill out several federal forms and meet with the Montague Historical Commission. This is a prerequisite for getting addition grants for the preservation of historical materials.

8:15 Program Updates—Music and Movement programs are online. Attendance varies. Coloring pages themed with storytimes are offered to families. Angela handled Summer Reading Programs for both children and adults. The take-and-make crafts are extremely popular.

Angela is working on a StoryWalk for Carnegie Public Library, with laminated pages of a children's book placed outside of the library. Angela is working on Halloween programming for children and adults.

8:20 Public Relations—Trustees offered to distribute flyers about curbside pickup services.

8:28 Next Meeting—Monday, September 28, 2020 at 6:30pm. Personnel will meet on September 21, 2020.

8:30 Meeting adjourned.

Respectfully submitted,

Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees