

Montague Public Libraries Trustees

September Minutes

Date: Monday, September 28, 2020

Time: 6:30pm

Place: Zoom <https://zoom.us/j/98287794117?pwd=NnFvWmxTeGxNdWppYWdhd3dIUytrdz09>

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

Library Director: Linda Hickman

Public: Jennifer Waryas

Absent: Sherri Roffi

6:40 Call to order.

6:47 Minutes from 8-24-2020 —approved with amendments.

6:45 Secretary's Report—Margot shared her screen to show the current display of Trustees documents on the Town Committee page (<https://www.montague-ma.gov/g/66/Library-Trustees>) and the Montague Public Libraries Trustees page (<https://montaguepubliclibraries.org/p/5/Library-Trustees>). Margot does not have access to editing the outdated list of Trustees on the Town Committee page. Linda will contact the Town web designer to ask about access for updating Trustees and to create fields for separate documents (minutes, bylaws, supporting documents).

6:58 Personnel—Discussed Trustee resignation procedures. David recommended that we post Trustee openings on the town website and newspaper. Linda will take care of that after the official resignation is given.

Nine applicants interviewed for two job openings. Linda is checking references. Branch Library Assistant is taking a six-eight month leave of absence. Linda is looking at the job applicant pool for potential substitutes to cover the leave of absence. The library needs more substitutes in general.

7:06 Building and Maintenance—Linda received an estimate from Comcast for switching from a free account to a business account for the Carnegie Public Library. The business account provides more access points and additional wiring. Gretchen asked if Horace Moody (Town IT Consultant) advises going with Comcast rather than CWMARS. Linda said yes, because the Comcast account will provide better service with Town Hall.

The Libraries are getting a new phone system. Curbside service creates a need for wireless headsets so that staff can walk into the stacks while talking with patrons about materials selections. Individual headsets are needed for control of potential virus infection. Linda got an estimate of approximately \$6000 Jamrog HVAC for an improved ventilation system for the Carnegie. The CARES Act will cover the costs.

The Town Highway Department is in charge of the moisture remediation project. Linda has informed Steve Ellis (Town Administrator) about the Montague Center roofing problems. This roof damage will not be addressed at this time.

7:15 Special Services—Staff members were concerned that the libraries would be overwhelmed with mask-less patrons. This is not the case. Patrons are wearing masks, and walk-in traffic is slow. Patrons make appointments by phone or inquire at the door if they may browse. No one is lingering. Appointments for computer usage are very low.

Linda purchased lawn signs to announce the re-opening of the Carnegie Public Library. Linda and several Trustees posted flyers around the villages. Circulation is going up. Materials are quarantined for 3-7 days.

Curbside services are preferred. Adequate staffing of the library is a concern because of the need for door monitors.

7:25 Public Relations—*The Greenfield Recorder* published an article about the LSTA grant: "[Thanks to \\$30K grant, Montague historical collections to be surveyed, cataloged](#)" on September 20, 2020.

7:28 Next Meeting—Monday, October 26, 2020 at 6:30pm. Personnel will meet on October 6, 2020.

7:30 Meeting adjourned.

Respectfully submitted,

Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees