

Montague Public Libraries Trustees

October Minutes

Date: Monday, October 26, 2020

Time: 6:30pm

Place: Zoom <https://zoom.us/j/93801933987?pwd=UldQUUFDbTB0OFV4NjFOdGxYbEcZz09>

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

Library Director: Linda Hickman

Absent: Karen Latka

6:31 Call to order.

6:33 Minutes from 9-28-2020 —approved with amendments.

6:34 Secretary's Report—Margot reported that Steve Ellis gave editing access to the Town Committee page (<https://www.montague-ma.gov/g/66/Library-Trustees>) but she still cannot add Trustees. Whenever we need to add Trustees to this page, we will need to contact Steve or Executive Assistant Wendy Bogusz. The Trustees discussed best methods for labeling and organizing Minutes, Bylaws and supporting documents on the Town Committee page and the Montague Public Libraries Trustees page (<https://montaguepubliclibraries.org/p/5/Library-Trustees>).

6:39 Personnel— The Library hired four people since the last meeting. Kate Martineau is the Library Assistant at the Montague Center branch. Meghan Doyle is the Children's Programs Assistant. Ashely Janes and Taelour Cornett are new substitutes. Ashley will cover Melinda's leave-of-absence at the Millers Falls branch.

Trustee Sherri Roffi officially resigned. Linda will post the opening on the Town of Montague website and in local newspapers.

6:53 Trustees went over Linda's Annual Performance Review, including prior performance measures and professional development goals for the coming year. The appraisal was unanimously approved.

6:55 Building and Maintenance—Jamrog HVAC will install the new ventilation system in the coming weeks. The front doors at the Carnegie are sticking. No progress on the moisture remediation project for Montague Center.

7:05 Programming—Linda shared Angela's report on library activities. The StoryWalks are gaining attention. The photo booths at each library are very attractive. Despite signage encouraging passers-by to share photos to Facebook, photos are not being shared. Trustees discussed how to tag the library.

Attendance to online programs is lower than pre-pandemic in-person library programs. CARES Act funds will be used to purchase equipment for creating online programming and how-to

videos on accessing eBooks. Trustees discussed issues involved with using outside online programs versus creating in-house online programs.

There is a rumor about trick-or-treating in Montague Center. The library will not participate.

7:07 Items Not Anticipated—Dave asked that the Trustees have ample time to review the new budget. In the past, the budget was due by the end of December. Linda is not sure when this year's budget is due.

Update on curbside services: More people are picking up items in Montague Center. There is a drop in the circulation of children's items. Montague Center and Millers Falls are providing just curbside. Carnegie is offering curbside and browsing by appointment. Not many people as anticipated are coming into the Carnegie Public Library. Curbside hours have expanded. CARES Act funds will cover extra staffing for door monitors through the end of December.

7:12 Next Meeting—Monday, November 23, 2020 at 6:30pm.

7:14 Meeting adjourned.

Respectfully submitted,

Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees