

# Montague Public Libraries Trustees

## December Minutes

Date: Monday, December 14, 2020

Time: 6:30pm

Place: Zoom <https://zoom.us/j/94919081291?pwd=OWpoV3Z4dFdpTIVzdU5XbHQva2tGZz09>

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

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

Public: Catherine Dodds, Lydia Ievins

6:32 Call to order.

6:34 Minutes from 11-23-2020 —approved with amendments.

6:35 Secretary's Report—Margot reported that she checked in with Executive Assistant Wendy Bogusz about recording Trustee minutes and the procedure for posting. Wendy said that she records the Selectboard Zoom meetings to the cloud and then uploads to the Town of Montague's Vimeo page. Margot explained that these recordings are located on the Montague Community Television channel in Vimeo (<https://vimeo.com/mctvchannel17>). Dave reminded us that we are not required to post recordings. We are required to post written minutes. We will continue to save recordings of our Zoom meetings. These recordings will be available upon request. Written minutes are available on the Town Committee page.

Margot reported that she removed the files module from the Library webpage (<https://montaguepubliclibraries.org/p/5/Library-Trustees>). All files will be posted on the Town Committee page. She attended a training to learn how to create a files module on that page (<https://www.montague-ma.gov/g/66/Library-Trustees>).

6:43 Personnel— The Trustees invited Catherine Dodds and Lydia Ievins to talk about their interests in serving as a Library Trustee. Both are Turners Falls residents. Currently, we have one vacancy. In May 2021, Jim, Tricia, and Gretchen will end their current term. We are not certain how many vacancies we will have at that time. The Trustees will make a recommendation to the Selectboard for the temporary appointment to cover the current vacancy.

6:54 Building and Maintenance— Linda reported that the electricians have been working in the Carnegie for six days to install wiring for new phones and internet service. The work is very disruptive, and the phones are not working properly. The CARES Act covered costs for Jamrog HVAC and Plumbing to install a new ventilation system in the Carnegie.

On Mon, Nov 30<sup>th</sup>, there was a bad flood in the Carnegie's basement. Water was flooding in from multiple sources. The library staff moved materials and the Highway Department responded to clean up and set up dehumidifiers. Only 5 books were ruined. The carpet was soaked. Highway Department Supervisor Tom Bergeron told Linda that there is no money for a new carpet. Tricia talked with a carpet installer about the issues involved with carpet removal

and surface preparation for a new carpet. Linda is using this opportunity to purge the basement of materials that are no longer needed. The basement was never intended to be used for staff offices. The Trustees agreed that the carpet should be removed for the health of the staff. Since the public is not coming into the library, staff could work on the second floor; however, there are only two electrical outlets on the second floor. Linda said that there will be phones on the second floor with the new installation. Gretchen asked when we would receive Greg Walsh's report on the library buildings. Linda said we are expecting the finished report in late December/early January.

The Friends Bookstore was not affected by the flooding. Nancy suggested that we could use the bookstore as storage.

7:16 Special Services—The subcommittee will meet in January to review terms for officers.

7:17 Public Relations—The Libraries are getting lots of good feedback about the staff's can-do spirit with providing library programs and services during the pandemic. Tricia asked if there are ways to mimic the browsing experience. Linda suggested signing up for Wowbrary to receive email listings on new arrivals (<https://wowbrary.org/nu.aspx?p=3282--GEN&more>). Angela posts new arrivals on Facebook. Dave says he uses the CWMars website for learning about new arrivals (<https://www.cwmars.org/explore/new-titles>). Linda says that staff assist patrons who are not tech savvy by asking them about their reading interests and making suggestions. One of the reasons the staff wants phone headsets is so they can walk into the stacks while talking with a patron on the phone.

Steve Ellis made a unilateral decision to close all town offices to the public, so none of the libraries are open for browsing. The Trustees are concerned about the rising COVID-19 infection numbers.

7:25 Budget—Tricia announced that the Budget Subcommittee recommends the FY22 Level Services Budget that was prepared by Linda. This budget includes step increases for staff and one additional hour of staff time. Linda learned that we can no longer use the free Comcast account because of the new phone and internet service requirements. The cost for midrange services is \$205 per month. A business account would be less expensive but requires signing a 2-year contract. Linda eliminated the proposed increase in office supplies costs. The Level Services Budget is 2.53% increase over last year's budget. Tricia told the Trustees that we may need to consider 3-6% cuts in the future.

7:34 Roll Call for endorsing the FY22 Level Services Budget:

- Nancy Crowell—yes
- David Harmon—yes
- Margot Malachowski—yes
- Jim Martineau—abstain
- Tricia Perham—yes
- Gretchen Wetherby—yes
- Karen Latka—yes
- Polly Billiel—yes

- 7:36 Items Not Anticipated—Trustees discussed the four candidates for the vacant Trustee position. One consideration is seeking balanced representation from the five villages.
- 7:47 Motion to make a recommendation to the Selectboard to invite Lydia levins to join the Trustees. Unanimously approved. Gretchen will contact everyone who expressed an interest in becoming a Trustee and encourage them to attend the meetings as non-voting members of the public.
- 7:49 Upcoming Meetings:
- Monthly Trustees Meeting  
Mon, Jan 11, 2021 at 6:30pm
- Special Services Subcommittee  
Mon, Jan 25, 2021 at 6:30pm
- Jim would like the Building and Maintenance Subcommittee to meet after we receive Greg Walsh's report.
- 7:50 Meeting adjourned.

Respectfully submitted,

Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees