

# Montague Public Libraries Trustees

## January Minutes

Date: Monday, January 11, 2021

Time: 6:30pm

Place: Zoom <https://zoom.us/j/95572705865?pwd=cFJxTEJtSnRuZHNJa2dPcFZoQ21mZz09>

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

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

Public: Lydia levins

Absent: Karen Latka

6:33 Call to order.

6:38 Minutes from 12-14-2020 —approved with amendments. Budget Subcommittee Minutes from 12-07-2020 and 12-14-2020—approved with amendments.

6:40 Secretary's Report—Margot reported that she attended an online training on how to upload files to the Town Committee calendar page.

6:41 Personnel—At the next Selectboard Meeting, Linda will ask the Selectboard to approve appointing Lydia levins as Library Trustee until Town Elections in May 2021.

6:42 Building and Maintenance— Linda reviewed the details of the November flooding in the Carnegie Library. Over Christmas, the Carnegie Library had additional flooding from the toilet as well as flooding from the exterior of the building. Montague had substantial rainfall during that time, and the Carnegie Library's sewer line was clogged with paper towels. The Highway Department was contacted. Linda said that the carpet needs to be cleaned or removed. Daniel Wasiuk, Director of Public Health for the Town of Montague, contacted Linda to arrange an inspection of the situation. Daniel was concerned about staff working in the basement. Linda gave Daniel a tour of the library and explained that the second floor does not have enough electrical outlets for staff offices.

Linda spoke with Dennis Booska from Booska's Flooring for a quote to rip out the carpet and scrape out the glue. The initial quote is \$550. Linda is pursuing quotes for cleaning the carpet. She is meeting with the Highway Department on Wed, Jan 20 at 1:00pm to discuss the situation.

Linda got an estimate from electrician Tom Wyman for additional electrical work so that staff could work on the second floor. The estimate for phone and ethernet drops is \$6200. If we want two additional outlets, the estimate is \$8520. Nancy asked what types of laptops/computers are available for staff to use. The public computers are currently available because the library is closed to the public. Jim asked about the plan to move items out of the basement in preparation for carpet cleaning or removal.

Tricia clarified that Linda feels best about cleaning the carpet in the immediate future and removing the carpet later. She will arrange to move archival records to the second floor.

Programming materials and other supplies could be moved into the bookstore, which is unaffected by the flooding.

The Library Building Study by Greg Walsh is on the schedule for the Capital Improvement Committee (CIC) meeting on Wed, Jan 13, 2021 at 3:00pm. The Trustees agreed that we would like to see the study before the CIC makes any decisions. The CIC meetings are during the workday. Linda will ask to have a CIC meeting scheduled in the evening so that Trustees can attend or ask members of the CIC to attend a Trustees meeting.

Updates to the internet and phones at the Carnegie is a work-in-progress. Currently, there are no working cordless phones and the wifi goes down frequently. Horace Moody, IT Consultant for the Town of Montague, is very busy with multiple projects.

7:35 Special Services—The subcommittee will meet on Mon, Jan 25 at 6:30pm to review Articles 7 (Election of Officers) and 8 (Officers Duties) in the By-Laws. Currently, the By-Laws prohibit anyone, including the Corresponding Secretary, to serve for more than two years. This Corresponding Secretary office has a steep learning curve, and the Trustees might benefit from having someone serve for a longer term. The Officers Duties need updating to reflect the additional responsibilities required when we hold meetings in Zoom. Margot, Karen, Nancy, Polly, and Gretchen serve on the Special Services Subcommittee. All Trustees are invited to attend.

7:37 Public Relations—no updates.

7:37 Winter Reading—Angela shared the new “Chill Out and Read” Winter Reading programs for all ages. Like the summer reading programs, patrons fill out reading logs for a chance to win a prize. “Cozy at Home” bingo cards are available to encourage patrons to view being at home as an opportunity to be creative and connect with others. Patrons may submit bingo cards for a chance to win a prize. The programs are promoted on social media and on the library’s website. Angela shared her screen and demonstrated programs aimed at children, teens, and adults. Patrons may download materials or get materials at curbside. They may return reading logs and bingo cards in the library drop boxes or in the mail. So far, the programs are going well.

7:49 Upcoming Meetings:

Special Services Subcommittee  
Mon, Jan 25, 2021 at 6:30pm

Monthly Trustees Meeting  
Mon, Feb 22, 2021 at 6:30pm

7:52 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees