

Montague Public Libraries Trustees

March Minutes

Date: Monday, March 1, 2021

Time: 6:30pm

Place: Zoom <https://zoom.us/j/92204141994?pwd=Q2tqakh5d1BPL0V3V1VoWEcxOW1Vdz09>

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

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

6:31 Call to order.

6:38 Minutes from 1/14/21 and Special Services Subcommittee meeting on 1/25/21—approved with amendments.

6:39 Secretary's Report—nothing to report.

6:41 Personnel—Selectboard approved appointing Lydia Ievins as Library Trustee until Town Elections in May 2021. Nomination papers are available at Town Hall and are due on March 29th. Jim will not be submitting nomination papers. Library Trustees have four seats open: three seats for a 3-year term and one seat for a 2-year term.

6:42 Update on opening for appointments—The Libraries opened for appointments on the week of February 8th. The opening was dependent on numbers of COVID-19 infections. Activity is still slow. Snow and bad weather impacted the number of people coming into the library. Circulation went up 30% for all locations combined. Saturday is the most popular day for checking out materials. Patrons are mostly browsing, and not using the public computers very much. Currently, library staff are not providing computer instruction. While some patrons really want to browse, other patrons and some staff are still concerned about potential infection.

The Carnegie is open by appointment on Tuesdays from 10am-8pm and Saturdays from 10am-2pm. The Montague Center branch is open by appointment on Wednesdays from 2pm-7pm and the Millers Falls branch is open by appointment on Thursdays from 2pm-7pm. Some patrons are scheduling ½ hour appointments in advance, others are stopping by. All locations are still offering curbside service.

The Trustees discussed best ways to spread the word that the Libraries are open for browsing. Dave asked about using the Town's phone messaging system. Trustees suggested flyers and bookmarks to be placed with curbside pickup. Angela explained how patrons can sign up to be notified of Library news and programs through the website's Contact page (<https://montaguepubliclibraries.org/contact>) Currently, 400 people are signed up for notifications.

7:01 Annual Report—Linda shared her draft of the Annual Report. Angela talked about how she gathers statistics for online programming. She puts recordings up for one week and collects

statistics from Wednesday to Wednesday. Patrons seem to prefer watching the recordings on the Library's website or on Facebook rather than the Library's YouTube channel. Angela marks the views as per household. Tricia and Dave talked about the value of learning how many people are using library services in addition to learning how many items are circulating. Linda shared curbside pickup statistics. Trustees felt that these numbers are helpful for telling the story about how many people are using the Libraries.

7:26 Library Programs—Angela shared her Children's Programs report. The Libraries provided Valentine-making kits and encouraged children to create Valentines that would be delivered to local nursing homes. The Winter Reading Program was a success. Animal programs are very popular. Art-to-go kits were distributed during school vacation. The Teen Art Exhibit was displayed on the Library website. A virtual escape room was designed for teens. Montague collaborated with "Libraries in the Woods" to provide a well-attended virtual program on decluttering. The Libraries are gearing up to offer book bundles. Angela shared the online form that she created. Children and adults can specify what types of books they like to read, and library staff will create bundles of books.

7:42 Building and Maintenance— Linda reported that preparations are being made for the rug removal in the basement. Staff are moving supplies to the upstairs and to the used book room. The Highway Department will move the furniture. The rug will be removed, the glue scrapped off, and the floor will be cleaned and painted. Staff will not be able to use the basement space for two weeks. Linda is still getting quotes from two local painting businesses.

The Parks and Recreation Departments, Highway Department and the Libraries will be looking at the Building Study that was commissioned by the Town. The estimate for work on the Montague Center building is over \$2 million. We will still need an architect study.

Tricia asked about the Montague Center moisture remediation work. Linda said this was delayed. She will check with Town Administrator Steve Ellis.

The internet/phone project at the Carnegie Library is still not done.

8:02 Special Services—the Trustees reviewed the proposed amendments to the By-Laws. Term limits for officers were discussed. The Trustees approved the amendments.

The Trustees talked about information provided on the Town Committee page and on the Library's Trustees page. The Trustees agreed to pursue having an email address for the Trustees rather than publicizing contact information for each individual Trustee. As Corresponding Secretary, Margot has limited permissions to make changes on these pages. We tabled further discussion on this topic until our next meeting.

8:28 Public Relations—no updates.

8:29 Upcoming Meetings:

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

Special Services Subcommittee

Mon, Apr 12, 2021 at 6:30pm

8:31 Meeting adjourned.

Respectfully submitted,
Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees