

Montague Public Libraries Trustees

March Minutes

Date: Monday, March 22, 2021

Time: 6:30pm

Place: Zoom Meeting <https://zoom.us/j/94216834063?pwd=S3pSR2FvQ01rQ1JtUFdEaGFuUXhMZz09>

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

6:35 Call to order.

6:45 Minutes from 3/1/21—approved with amendments.

6:46 Secretary's Report—Margot posted the notice for Nomination Papers for four trustees on the Library Trustees New page (<https://montaguepubliclibraries.org/news/2/Library-Trustees-News>) She suggested updating the News monthly. Margot linked the Town Committee Library Trustees page to the Montague Public Libraries Trustees page and reiterated that we should not duplicate files on these pages. The Board discussed best methods for the public to contact the Trustees and decided on opening a gmail account and putting the Carnegie Library's street address on the Town Committee page. The Board looked at the Town Committee Cultural Council page for layout ideas for the contact information. Margot will ask Executive Assistant Wendy Bogusz to remove the Trustees' personal contact information from the Town Committee page. Margot's permission level does not allow her to remove the contact information or to add new Trustees. The Board decided to keep the file for the most recent By-Laws on the Town Committee page and to store previous versions on a flash drive.

We reviewed the guidelines for Open Meeting Laws, Deliberation over Email and Social Media.

7:11 Personnel—Linda reported that substitutes are frequently unavailable due to childcare issues. She may need to hire additional substitutes.

7:13 Library Programs—Angela announced that spring craft bags will be available curbside. The Library launched the book bundles program. Angela is preparing programs for school vacation in April.

Libraries in the Woods selected post-pandemic novel *Station Eleven* for the "Big Read". Linda is planning a walking tour of post-Industrial ruins on the canal in Turners Falls. Town Planner Walter Ramsey is enthusiastic about leading the tour. There is a possible partnership with the Massachusetts Department of Conservation and Recreation. The tour would be held on Sunday, May 23, 2021.

7:19 Building and Maintenance— Linda reported that she will be hiring Deborah Deane (Perfect Strokes, Painting Company from Bernardston, MA) to paint the basement floor in the Carnegie Library. The Highway Department will remove the heavy furniture, Booska's Flooring will rip up the carpet and scrape the glue. Perfect Strokes will do additional preparation work and paint the

floor. The floor will need seven days to dry before the furniture can be replaced. Linda will work upstairs and at the branches while this work is being done.

The painters will do additional interior painting in the public bathroom and will do some exterior painting in the spring/summer.

The Millers Falls branch is being considered for an energy grant. The grant would cover installation of a mini split heat pump, LED lighting and an on-demand water heater. The boiler would stay. The windows are single-paned but might be too costly to replace. Linda is not sure that the branch will get the grant because the building is open only two days per week.

On March 30th, Linda will meet with Town Administrator Steve Ellis, DPW Superintendent Tom Bergeron and a consultant Greg Walsh about the Building Study.

Linda is still waiting for the internet/phone work to be finished. She will ask again about the moisture remediation situation at the Montague Center branch.

- 7:29 Circulation Statistics—Linda shared several charts with circulation statistics. People are coming into the Montague Center branch to browse. At all locations, the staff are juggling phone calls and online orders. The evenings are very slow, and this is a change since the pandemic. Mornings, lunchtimes, and Saturdays are busy. Linda is uncertain what traffic will look like post-pandemic. Curbside pickup remains popular.
- 7:45 Special Services—This subcommittee is scheduled to meet on Mon, April 12 at 6:30pm to pick up on writing the goals for the current Long-Range Plan.
- 7:46 Public Relations—The Board discussed updating the Montague Public Libraries website. Trustee Lydia Ievins will take the lead on this project. Lydia will contact Montague web developer Mik Muller and will reach out to Angela and Margot for login information and guidance.
- 8:29 Upcoming Meetings:
- Special Services Subcommittee
Mon, Apr 12, 2021 at 6:30pm
- Monthly Trustees Meeting
Mon, Apr 26, 2021 at 6:30pm
- 8:02 Meeting adjourned.

Respectfully submitted,
Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees