

Montague Public Libraries Trustees Special Services Subcommittee

May Minutes

Date: Monday, May 17, 2021

Time: 6:30pm

Place: Zoom <https://zoom.us/j/92632246732?pwd=b0Y2MUtHRnZ5WEcyalJKbjRCaW5iUT09>

Attendees: Nancy Crowell, Karen Latka, Margot Malachowski, Gretchen Wetherby

Library Director: Linda Hickman

Absent: Polly Billiel

6:30 Call to order.

6:31 Linda announced that she will be retiring on September 27, 2021. She notified Town Administrator Steve Ellis. He wants to be on the Search Committee. The Trustees are responsible for establishing the Search Committee. Recruiting a new library director is a long process. Linda recommends that we start as soon as possible. After the Search Committee recruits and interviews applicants, the Selectboard is responsible for reviewing and appointing the new library director. Linda would like to be involved in the process.

6:54 Updating Montague Public Libraries Internet Use Policy—Linda distributed the current policy, last updated in 2013. This policy is located on the Town Committee page (<https://www.montague-ma.gov/g/66/Library-Trustees>)

The 2013 policy was drafted from the CWMARS policy (https://www.cwmars.org/about/borrowing-lending#h.p_q9Wkf1btE5Mh). We read through the policy and talked about trimming the content. The goal is to have a one-page document to share with library patrons. Linda and Margot will work on a draft to be shared at the next Trustees meeting.

7:10 Montague Public Libraries Action and Long-Range Plans—Linda said that most libraries create these documents when they are applying for Massachusetts Board of Library Commissioners (MBLC) grants. She recommends that we use the MBLC format. We should include lessons learned from the pandemic. Trustees talked about the popularity of curbside pick-up and electronic materials. We decided to conduct a community survey that will be distributed as paper forms and electronic links. We will input all data into an electronic survey (Google forms, SurveyMonkey) so we can calculate results. Trustees will develop the survey over the summer and distribute in the fall.

Linda and Margot will work on a draft of the Long-Range Plan to be shared at the next Trustees meeting.

7:36 Items Not Anticipated—Linda is hoping to have a staff get-together at Barton Cove. She would like to rent space and arrange for catering. Costs could be covered by State Aid, Friends of the Library, and voluntary contributions from Trustees.

As of May 29, 2021, Massachusetts will no longer have a mask mandate. The State of Emergency will end on June 15, 2021. Linda is not sure if CARES Act funds will still be available. She hoped to use those funds to rent a tent for outdoor summer programming. She would prefer to host outdoor programming this summer instead of using Zoom or asking patrons to wear masks for indoor programming.

We need to create a Search Committee as soon as possible. Linda will email Trustees about meeting times for the discussion. The Search Committee is separate from the Personnel Committee, but members of the Personnel Committee may want to be on the Search Committee. The Personnel Committee must include one member of Budget and one member of Special Services. Current members are Nancy Crowell (Chair), David Harmon (Budget), Margot Malachowski (Special Services), and Gretchen Wetherby (Special Services).

7:58 Next Meeting: TBD.

8:00 Meeting Adjourned.

Respectfully submitted,

Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees