

Montague Public Libraries Trustees

July Minutes

Date: Monday, July 26, 2021

Time: 6:30pm

Place: Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

Attendees: Polly Billiel, Nancy Crowell, David Harmon, Margot Malachowski, Tricia Perham, Liz Swihart, Gretchen Wetherby

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

Absent: Lydia Ievins, Karen Latka

6:43 Call to order.

6:45 Minutes from 6/7/2021—approved.

6:50 Elections of Officers—unanimously approved.

Chair—Tricia Perham

Vice Chair—Dave Harmon

Secretary—Margot Malachowski

6:51 Corresponding Secretary's Report—Margot reported that Lydia's email is the 2-step authentication for the Trustees' gmail account. She will investigate switching that to her contact information as Corresponding Secretary.

Contact information sheet for Trustees and the list of subcommittees was distributed. We will select subcommittee assignments at the next meeting.

6:44 Personnel—We reviewed and made edits to the interview questions. These are the interview questions:

1. What attracted you to the public library field? What do you enjoy about this work? What do you like the least?
2. The Library Director is responsible for selecting books, periodicals, and audiovisual materials for adults and manages \$60,000 for this purpose. Please tell us about your collection development experience. What is your process?
3. The Trustees would like to offer more public programming for adults in the villages of Montague. Tell us about your relevant experience and ideas.
4. How would you include underserved populations when doing community outreach?
5. What is your approach to supporting staff and developing staff skills? What is your supervision style?
6. The Library Director is responsible for three older buildings that require ongoing maintenance. Many times, this involves getting bids from contractors and working with Town Departments including the Department of Public Works. How would you handle this aspect of the job?

7. What is your experience working with a Board? Tell us about a time when you had to negotiate with or persuade a Board or supervisor.
8. Tell us about a time when you introduced a new technology.
9. How would you approach your first week on the job?

Mock Town Meeting Presentation

You have 5 minutes maximum and no access to laptop/projector for this presentation. You would like a budget increase for (your choice: new technology; increase in services; building repair). Please make your pitch to the Hiring Committee as if they were Town Meeting members.

We discussed the process for interviewing candidates. We will offer a Zoom option for candidates who would need to travel a long distance to interview. We will include this option for anyone who is vacationing.

- 7:21 Buildings and Maintenance—Linda reported that the Millers Falls branch got 4 inches of water in the basement during the last heavy rainstorm. The water receded quickly. Measures taken recently have prevented serious flood damage. The Carnegie Library got a small amount of moisture underneath the ramp. This is a significant improvement.

Jamrog HVAC suggested that mini splits would be a cost-effective way to address moisture issues at the Montague Center branch. Town Administrator Steve Ellis says that this would need to go to the Capital Improvement Committee. Jason Burbank is a new member of that committee. He adjusted the dehumidifier at the Montague Center branch, and it is working more efficiently and draining outside. Jason Burbank will contact Jamrog to ask about the possibility of installing programmable controls for mini splits and an Energy Recovery Ventilation (ERV) system. He recommends that the old furnace remain for backup heat.

Bob Leet of Whetstone Engineering looked at the Montague Center Library. He does not think the building is in as poor condition as the described in the PCA report (available on the Trustees web page, under Library Trustees Files <https://www.montague-ma.gov/g/66/Library-Trustees>). He will give us a detailed report in early September.

We will be getting LED lighting and a mini split for the Millers Falls branch from the Energy Grant. We did not get funding to replace the windows.

- 7:45 Special Services—we reviewed the Community Input Survey questions and approved with amendments. The Survey is in a Google form (<https://forms.gle/stAUHstNQDCe27uGA>)

- 7:46 Programming Update—postponed.

- 7:55 Grant Update—Linda put out a bid for a consultant to assess historic collections at the Montague Historical Society, Town Hall, and all three libraries. The consultant will make suggestions for repair, storage, and digitization. Staff training will be provided. This process must be completed by the end of September. Samantha Couture was selected to do this work.

- 8:05 Public Relations—Linda was interviewed by the Greenfield Recorder about her upcoming retirement. The article will be published in a few weeks.

8:06 The Trustees agreed that we need to address a Transition Plan at our next meeting. This will include planning a retirement party for Linda. The Trustees discussed ways that Linda could take time that she might need for family concerns. FMLA and work-from-home options should be explored if she needs to care for family members before her retirement date.

8:10 Upcoming Meetings, to be held at Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376:

Trustees Meeting to discuss hiring process
Mon, August 9, 2021 at 6:30pm

Monthly Trustees Meeting
Mon, August 30, 2021 at 6:30pm

8:11 Meeting adjourned.

Respectfully submitted,
Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees