

# Montague Public Libraries Trustees

## September Minutes

Date: Thursday, Sep 27, 2021

Time: 6:30pm

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

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

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

6:35 Call to order.

6:38 Minutes from 8/30/2021 unanimously approved as amended. Tabled the approval of 9/16/2021 minutes until the next meeting.

6:46 Minutes from Search Committee meetings (8/2, 8/5, 8/9, and 9/7) approved by Nancy Crowell, Margot Malachowski, Liz Swihart, and Gretchen Wetherby. Minutes from Search Committee meetings (7/29 and 9/14) approved by Nancy Crowell, Margot Malachowski, and Gretchen Wetherby, with Liz Swihart abstaining.

6:53 Trustees discussed transition plan for new Library Director. Caitlin Kelley will start on Monday, October 18, 2021. Linda will work with Caitlin full-time for her first week, and at least part-time for the second week. Linda will give her an in-depth tour of the library buildings, introduce her to staff, and go over bills and payroll. Linda is running the state reports before she leaves at the end of October. Caitlin asked Linda for the current strategic plan, and Linda provided that to her. Capital improvement requests are due on November 1. The Building and Maintenance Subcommittee will meet with Linda as soon as possible to prepare requests. Budget requests are due mid-December. Linda will leave instructions, as well as the lengthy notes from previous library director Sue San Soucie. Linda suggested that the building issues will be the biggest challenge.

The Trustees discussed increasing the frequency of subcommittee meetings to help Caitlin learn about Montague Public Libraries and to check in. During this first year, we will check in more frequently with Town Administrator Steve Ellis, Town Accountant Carolyn Olsen, and the library staff. The Special Services Subcommittee will need to restart the Long Range Plan and community survey.

The library budget has enough funds to pay Linda and Caitlin for two weeks in October. Linda needs to be paid for five vacation weeks as well as a percentage of accumulated sick leave.

7:20 Trustees selected Subcommittee memberships for 2021-2022. Liz Swihart motioned to accept this slate, Nancy Crowell seconded, and the slate passed unanimously.

Budget: Three-Member, including Vice Chair, one member of Personnel and one member of Special Services.

\*David Harmon (Vice Chair)  
Liz Swihart (Personnel)  
Karen Latka (Special Services)  
Gretchen Wetherby (Special Services)

Personnel: Three-Member, including one member of Budget and one member of Special Services.

\*Nancy Crowell (Special Services)  
Liz Swihart (Budget)  
lydia ievins  
Margot Malachowski

Special Services: Four-Member, including one member of Personnel, one member of Budget, and one member of Maintenance.

\*Karen Latka (Personnel)  
Gretchen Wetherby (Budget)  
Polly Billiel (Maintenance)  
David Harmon  
Nancy Crowell

Building Maintenance: Two-Member, any configuration.

\*Tricia Perham  
Polly Billiel  
lydia ievins

\*Subcommittee Chair

7:46 Building and Maintenance Subcommittee will need to meet as soon as possible to review the Whetstone Report and the Property Condition Assessments. The PCAs are located on the Library Trustees Town Committee page (<https://www.montague-ma.gov/g/66/Library-Trustees>)

Tricia will follow up with Town Administrator Steve Ellis about drainage work needed at the Montague Center Library branch.

7:50 Nancy reported that the Friends held a successful Book Sale on Sat, Sep 25, 2021. Members of the public helped lug the books in and out of the Carnegie Library. The sale generated \$366.00. The Friends need more members. This is a very small group. The next event is to have a table at the Great Falls Harvest Festival on Sat, Oct 23, 2021 from 12:00-8:00pm.

7:57 Linda gave an update on the Town Wide Historic Preservation Assessment grant. The last meeting for this project is Sep 28, 2021. Consultant Samantha Couture will meet with Linda, Town Clerk Deb Bourbeau, Town Planner Walter Ramsey, library staff and members of the Montague Historical Society to discuss proper storage of historic materials. Library Technician Kathleen Lacey is creating an inventory of materials. This inventory will be enormously helpful to library staff.

8:08 Trustees discussed holding meetings over Zoom this winter. Subcommittees may opt to meet in-person to provide more relationship-building and guidance to new director Caitlin Kelley.

Linda shared Circulation and Walk-in statistics for the month of September.

Gretchen asked if the second floor in the Carnegie Library could be used for a knitting circle. Angela explained that the space is used for staff workspace. Trustees talked about the importance of offering community space in the future.

Dave reported that mask mandates for all buildings in Montague will be back in place this week. Trustees discussed whether we needed Selectboard approval for mask mandates in the library buildings.

8:16 Upcoming October meetings will be held at Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376:

Building and Maintenance Subcommittee  
Tue, Oct 12, 2021 at 6:30pm

Building and Maintenance Subcommittee  
Mon, Oct 25, 2021 at 5:30pm

Monthly Trustees Meeting  
Mon, Oct 25, 2021 at 6:30pm

8:33 Reminder that Linda's Retirement Party will be held on the lawn of the Carnegie Library on Tue, Sep 28, 2021 from 5:00-7:00pm.

8:38 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees