

# Montague Public Libraries Trustees

## October Minutes

Date: Monday, Oct 25, 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: Caitlin Kelley

Former Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

6:30 Call to order.

6:34 Minutes from 9/16/2021 approved with Liz Swihart abstaining. Minutes from 9/27/2021 unanimously approved.

6:47 Transition Update. Linda introduced Caitlin to Town Department Heads. Caitlin is learning about Montague Public Libraries payroll and acquisitions. Caitlin suggests that the Libraries explore leasing titles to expand genre types in the collection. If these genres do not circulate, the books could be returned. Leasing would be part of the collection budget, not in addition to the established budget. Caitlin is looking into getting input from staff for strategic planning. She mentioned methods used by Salt Lake City Public Library.  
(<https://about.slcppl.org/images/pdfs/slcppl/StrategicRoadmap.pdf>)

6:50 Reading of the By-Laws. Linda read the By-Laws aloud. According to the By-Laws, Trustees should read the By-Laws annually.

6:59 Building Subcommittee Update. A concrete apron was installed at the Montague Center Library by the Department of Public Works. Potential Capital Improvement projects include moisture remediation at the Carnegie Library. Bob Leet of Whetstone Engineering will be looking at the Carnegie Library this week. He will make recommendations for keeping water out of the basement. James Gang Masonry (<https://www.jamesgangmasonry.com/>) will give us a detailed estimate of needed masonry work at Montague Center Library. They will look at the Carnegie Library as well. Bob Leet gave Linda detailed plans for truss work needed to repair the sagging roof line at the Montague Center Library.

Caitlin toured the library branches with the Building and Maintenance Subcommittee. This week, she will get an in-depth tour of the Carnegie Library.

Nancy moved to authorize the Building and Maintenance Subcommittee to prioritize Capital Improvement needs that will be presented at the Selectboard Meeting on Nov 1, 2021. Karen seconded, and the motion carried unanimously.

The Trustees discussed ongoing problems with the Carnegie Library's front doors. Despite work done by Renaissance Builders (<https://www.renbuild.net/>), the doors are still sticking badly. The

Trustees agreed that Renaissance should be paid in full for the work they have done. Trustees discussed how to manage the doors until we can make a bigger purchase, such as replacing these historic doors. At minimum, the doors need to be able to open, close, and lock. Weather-proofing the Carnegie Library will be compromised so that these basic functions can happen.

- 7:42 Angela reported that Children's outdoor programming went well. The weather is getting too cold and damp, so the tent was removed recently. Angela and Meghan will resume doing Facebook Live and other virtual programs. The Library is building a new relationship with the life skills class at Great Falls Middle School. The class plans to visit weekly. Angela reported on the Fire Safety event in October. Turners Falls firefighters brought their largest truck to the Food City parking lot. Fire safety books and activities were available. The Carnegie Library hosted an outdoor Halloween party with games, crafts, and snacks. Angela and Meghan are planning fairy house crafts for November.

7:55 The Trustees are responsible for Library policies, including mask policies in response to the on-going pandemic. Margot moved that the Trustees support the Library Director in making decisions about mask requirements in the library buildings. Dave seconded, and the motion carried unanimously.

- 8:20 Upcoming meetings:  
Building and Maintenance Subcommittee  
Thu, Oct 28, 2021, at 2:30pm  
Carnegie Library 201 Avenue A, Turners Falls, MA 01376

Budget Subcommittee  
Mon, Nov 15, 2021, at 6:00pm  
Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

Special Services Subcommittee  
Mon, Nov 29, 2021, at 5:30pm  
Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

Monthly Trustees Meeting  
Mon, Nov 29, 2021, at 6:30pm  
Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

- 8:25 Nancy gave an update on the Friends event at the Great Falls Festival. The Friends need more members. This is a very small group.

- 8:32 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees