

Montague Public Libraries Trustees

November Minutes

Date: Monday, Nov 29, 2021

Time: 6:30pm

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

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

Absent: David Harmon

Library Director: Caitlin Kelley

Library Staff: Angela Rovatti-Leonard

6:32 Call to order.

6:34 Minutes from 10/25/2021 approved as amended. Budget Subcommittee minutes will be approved at the next Budget meeting. The Special Services minutes were approved at that Subcommittee's meeting.

6:47 Transition. Caitlin reported that the transition is going well. She decided not to lease books because of the cost increase. She will be streamlining the ordering process. The Library is receiving online and paper responses to the "Library of Things" survey. Respondents are interested in board games, puzzles, and hand tools.

Caitlin opened an account with Better World Books (<https://www.betterworldbooks.com/>) The Friends will send excess discarded and donated books to this organization and receive a small fee. Right now, the Friends take excess books to Roundabout Books (<https://roundaboutbookstore.com/>) and the Friends do not receive any fees in return.

Caitlin is looking into getting Kanopy, a movie streaming service for public libraries (<https://www.kanopy.com/>) She requested a donation from High Mowing Organic Seeds and received a box of seed packets. The seeds will be available to library patrons in March 2022.

The Library will offer Genealogy programming this winter. Library staff are tracking patrons' questions to gauge interests and needs. The Penguin Random House Grant for Small and Rural Libraries will be presented to the Selectboard this evening (Mon, Nov 29) for approval. The grant will cover the purchase and installation of a park bench in front of the Carnegie Library and the purchase and associated fees for 4 hotspots. Patrons will be able to use the park bench when accessing the Library's WiFi. One hotspot will be used for Library outreach programs. Three hotspots will be available for borrowing by library patrons.

6:55 Budget. Caitlin reviewed budgetary decisions for FY23. Taelour Cornett will be hired as a consultant to continue archival work recommended by Samantha Couture. State Aid will cover these expenses. Tricia reminded the Trustees that Linda's payouts for sick and vacation leave are not covered by the current budget. She recommended that Caitlin speak with Town Administrator Steve Ellis and Town Accountant Carolyn Olsen about that.

- 7:05 Budget was approved unanimously.
- 7:06 Corresponding Secretary: nothing to report.
- 7:07 Personnel. Library assistant Melinda submitted a letter of resignation. She will be joining the substitute pool. The job will be posted internally as soon as possible.
- 7:11 Building and Maintenance. Alistair McMartin will do the truss repair at Montague Center Library. Caitlin is waiting on a quote from JAMROG for removing the furnace located in the mezzanine upstairs at the Montague Center Library. Moisture remediation at the Carnegie Library may need to be split into several phases. We need a structural engineer to make recommendations on how to proceed. Trustees held a long discussion about the work that needs to happen at the Carnegie Library. We need to get a handle on the scope of work and a quote for the interior demolition of the basement in order to remove sources of mold. Staff will move out of the basement to the second floor while the work is being done. This necessitates electrical work and improved heating and cooling for the temporary office space. Caitlin asked for the Health Inspector assessment of the Carnegie basement. Nancy has a copy.
- 7:34 Special Services. Caitlin will review the community input survey and give her recommendations. She would like to conduct 1:1 interviews and focus groups to get feedback on community needs.
- 7:36 Borrowing Policies. Caitlin will re-write the borrowing policies to be in alignment with Massachusetts public libraries. This includes eliminating overdue fines and offering three-year out-of-state library cards for \$30.00. The Trustees should approve all policies before Caitlin presents to the Selectboard.
- 7:44 Children's Programs and Bookshelves. Angela reported that the Grab-and-Go STEAM and the Fairy Houses take-and-make activities were very successful. In December, they will offer Gingerbread Houses take-and-make. Kits will be available at all Montague Public Libraries.
- New bookshelves will be installed at Montague Center Library. The materials will be covered by donation and the work will be done by volunteer David Dempsey.
- 7:53 Upcoming meetings:
- Special Services Subcommittee
Mon, Jan 24, 2022, at 5:30pm
Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376
- Monthly Trustees Meeting
Mon, Jan 24, 2022, at 6:30pm
Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376
- 7:54 Meeting adjourned.

Respectfully submitted,
Margot Malachowski
Corresponding Secretary, Montague Public Libraries Trustees