

Montague Public Libraries Trustees

March Minutes

Date: Monday, Mar 28, 2022

Time: 6:30pm

Place: Zoom <https://us02web.zoom.us/j/83117267229?pwd=Q1dXV1B6MGxbFFwSTR4R3ZpQVBvdz09>

Meeting ID: 831 1726 7229 Passcode: 738538

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

Library Director: Caitlin Kelley

Library Staff: Angela Rovatti-Leonard

Absent: Gretchen Wetherby

6:32 Call to order.

6:36 Minutes from 2/28/2022 approved as amended.

6:37 Director's Update. Special Town Meeting approved library warrants with 97% approval: Linda's vacation and sick time payout, and reimbursement of the engineering study for Carnegie driveway. Caitlin submitted the Annual Report to Executive Assistant Wendy Bogusz. The report will be made available to the public at the annual Town Meeting.

Caitlin proposed replacing library computers. She would cover the cost through State Aid. Suzor IT (<https://www.suzorit.com/>) would handle the installation and support. Staff computers and public computers are old and are slow with updates. Caitlin would like to reduce the number of public desktops and provide laptops for public use. This would free up space at the Carnegie and allow patrons to use the laptops in a variety of location in the library. She would like to purchase soft seating and reduce the number of tables in the library. Trustees recommended purchasing computers in batches so they will not age out at the same time. Costs of software need to be considered.

Caitlin is applying for a grant to cover the costs of archival boxes and a scanner.

Surveys. We have received 84 paper and 75 electronic surveys. No Spanish language submissions have been received yet. The Trustees will assist with inputting paper survey data into the electronic form.

7:01 Children's Librarian Update. The Grab-and-Go, STEAM, and Take-and-Make programs are going very well. The Paws-to-Read program is popular at the Carnegie Library. The Tiny Art program was popular as a take-and-make but only one child brought their artwork back to display at the library. Angela and Meghan have lots of plans for April vacation. There will be a Story Stroll on the Carnegie lawn, and there will be kids' programming tied into the Libraries in the Woods community read for adults. Angela is working with to Community Connection Coalition explore ways to connect people through Earth Day activities.

- 7:15 Selection and Collection Maintenance Policy. Trustees reviewed the policy. Margot moved to accept the policy, Liz seconded, and the motion passed unanimously. Policies will be available on the Library's website.
- 7:22 Library of Things User Agreement. Trustees reviewed the agreement and encouraged Caitlin to include Millers Falls in the Library of Things. We agreed that items can requested by patrons to be picked up in Millers Falls. Dave moved to accept the agreement, Lydia seconded, and the motion passed unanimously. Caitlin will create a web page with images of the items and make the user agreement available on the website.
- 7:32 Volunteer Application and Policy. Trustees reviewed the application and policy. Trustees discussed who is responsible for CORI checks. Margot moved to accept the policy as amended, Nancy seconded, and the motion passed unanimously.
- 7:47 Corresponding Secretary. Margot reported on the Ad Hoc Subcommittee on Cybersecurity. In terms of cybersecurity and ransomware attacks, Trustees noted that the files are public information so loss of access would primarily affect record-keeping. The only sensitive documents are applications for the Director's position and Director evaluation records. Caitlin reported that we can discard applications for the Director's position after one year, but current Director files need to be saved for twenty years after termination. Our three places for public information are: Town website, Secretary's flash drive, and Google drive. We need a third place for Director personnel files since those are not posted on the Town website. Trustees suggested that Executive Assistant Wendy Bogusz could hold personnel files. Margot will look into using password manager lastpass (<https://www.lastpass.com/>) to allow multiple access to the Trustees Google account.
- 8:11 Special Services. Subcommittee meets next week to discuss the survey, focus groups, and interviews.
- 7:59 Building and Maintenance. Tricia is working with the engineer about handicap access parking at the Carnegie Library, as well as talking to the engineer about drainage plans and snow removal.
- 8:05 Personnel. The Personnel Subcommittee will meet at 5:30 before the next Trustees meeting to discuss the Director's mid-year evaluation.
- 8:10 Friends. The Friends of the Library will hold a book sale on Saturday, April 2nd. The Friends will be discussing accessible furniture with Caitlin.
- 8:18 Public Participation. Trustees should be prepared for the public to attend our meetings. Dave will include time for public participation in the agenda.
- 8:30 Not Anticipated. Montague Center residents are gathering to discuss the library branch. Caitlin is in conversation with them.
- 8:11 Upcoming meetings:

Personnel Subcommittee
Mon, April 25, 2022, at 5:30pm

Monthly Trustees Meeting
Mon, April 25, 2022, at 6:30pm

8:12 Meeting adjourned.

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