

Montague Public Libraries Trustees

July Minutes

Date: Monday, July 25, 2022

Time: 6:30pm

Place: Council on Aging, 62 5th St., Turners Falls, MA, 01376

Attendees: Polly Billiel, Nancy Crowell, David Harmon, Lydia Ievins, Margot Malachowski, Tricia Perham, Will Quale

Library Director: Caitlin Kelley

Absent: Gretchen Wetherby

- 6:30 Call to order.
- 6:32 Streamline meeting goals. Chair Tricia Perham put forth the goals of keeping meetings to a maximum of 2 hours. Subcommittees will report out decisions, the Director's and Children's reports will be submitted before the meetings. Trustees will be expected to read materials prior to the meeting, and the meetings will be a time for questions and decisions.
- 6:43 Minutes from 6/13/2022 approved with Nancy Crowell abstaining.
- 6:45 Director's Report presented for questions.
- 6:48 Children's Report presented for questions. Trustees discussed welcoming library staff to attend meetings as members of the public. If they are attending to report out or to represent the staff, we agreed that they should be paid for those hours.
- 6:54 Special Services. Common themes from focus group, surveys, and community interviews:
- Technology
 - Accessibility
 - Outreach
 - Open hours
- This data will be included in the Strategic Plan.
- 6:58 Building and Maintenance. The subcommittee is working with Caitlin on bid documents for Montague Center. We hope to get the Carnegie basement work done in the winter. Discussion about spigots for access to water outside of the Carnegie Library.
- 7:12 Personnel. Trustees discussed how to handle issues with staff attendance at work. Caitlin is consulting Town Administrator Steve Ellis as well. Caitlin's six-month review was completed on June 29, 2022.
- 7:21 Friends. The Friends have requested we purchase spigots for the Carnegie Library. They will split the cost 50/50 with our Maintenance budget.
- 7:22 Annual Reading of the By-Laws.

7:35 Officer Elections:

- Tricia Perham, Chair
- Will Quale, Vice Chair
- Lydia Ievins, Corresponding Secretary

Subcommittees selected.

8:09 Discussion on the Borrower Policy for laptops. Policy approved unanimously.

8:20 Discussion on the purchase of a storage shed for Carnegie Library. This will be paid for with State Aid. Purchase of storage shed and spigots approved unanimously.

8:27 Discussion on selection protocol for art displays at the libraries. Kate's dad built an art display case for Montague Center. Caitlin will create a selection protocol to ward off future issues.

8:29 We have one vacant Trustee position. Discussion on posting position on websites, newspaper, and social media.

8:32 Upcoming meetings:

Special Services Subcommittee Meeting
Montague Center Branch
Mon, Aug 29, 2022, at 5:30pm

Monthly Trustees Meeting
Montague Center Branch
Mon, Aug 29, 2022, at 6:30pm

8:34 Meeting adjourned.

Respectfully submitted,
Lydia Ievins / Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees