

**MONTAGUE PUBLIC LIBRARIES TRUSTEES  
MEETING AGENDA**

**Monday, January 23rd, 2023 at 6:30PM**

**By Zoom**

<https://us02web.zoom.us/j/81155962756?pwd=dGhHSHg3NjhZGFhGMXI3cDNqYTB1dz09>

Meeting ID: 811 5596 2756

Passcode: Carnegie

1. Call to order
2. Public Comment Period: Please limit comments to two minutes

**REGULAR BUSINESS** *(Please read all handouts prior to meeting. Meeting time will be for edits and questions only.)*

3. Approval of minutes from 11/28/22
4. Director's update—See attached report
5. Children's Department update: See attached programming report
6. Update from: Special Services
7. Update from: Building Committee
8. Update from: Personnel Committee
9. Corresponding Secretary's report
10. Update from: Friends of the Library

**DISCUSSION TOPICS**

11. Annually budgeting State Aid funds for professional development, technology, and conference attendance
12. Recruiting an additional trustee
13. Items not anticipated within 48 hours of meeting. Votes may be taken
14. Next meeting date, agenda suggestions
15. Adjourn

Director's Report  
January 2023

1. Budget progress update: Carolyn caught an error in formulas on our submitted budget, which I fixed and sent back to her. Figures in the budget narrative were updated as well. The Selectboard reviewed both documents at their 1/9 meeting and noted that the budget narrative explained all increases so well that they didn't feel the need to meet with me. The Finance Committee also noted that they have no further questions.
2. Last month the Selectboard voted to appropriate \$35k in ARPA funds for a feasibility study of expanding the Carnegie Library or building a new library on a different site. The very next day, I spoke with two members of the MBLC who noted that, unlike in previous years, the upcoming Construction Grant Program will not require studies or design work up front, rather they want libraries to be approved for grant funding first. That said, they noted that having the funds already allocated is a very good thing. MBLC's construction grant information sessions in will be held in February/March.

The construction program application will require the following three parts: library building program (<https://guides.mblc.state.ma.us/c.php?g=814051&p=5836932>), an existing building assessment (which we have, but it's unclear if we'll need it if we're planning on a new building), and a town-wide library plan, which would delineate the services provided and roles taken by each branch within a town library.

The library building program will be informed by a public visioning process in which participants imagine the aspects of full-service library that would serve the existing needs of the community along with potential future needs. Participants will be encouraged to think outside of the current confines of the Carnegie Library and its site. The MBLC building staff noted that these visioning sessions/forums should be led by a consultant—usually a former library director with past building experience. I'm hoping that this process will illuminate the need for a new facility as competently as our previously planned feasibility study.

Though the guidelines for the town-wide library plan have not yet been written, Margot agreed that this is something that the Special Services Committee can work on. She made the excellent suggestion that we consider reaching out to Jean Canosa-Albano, Assistant Director at the Springfield City Libraries, for guidance.

The building subcommittee will meet on 1/19 to determine how to change the language for our special article request for feasibility study funds and will also decide on the timing of the request.

3. Angela and I have chosen to hire Mikayla Skubel to fill the Children's Programming Assistant position. Makayla recently graduated from Syracuse University with a Master of Library and Information Science and gained youth services experience while interning at the Meekins Library in Williamsburg. Her first day was Wednesday, January 18<sup>th</sup>.

4. The roof repair at Montague Center was delayed by bad weather, but completed just before the end of the year. The contractor noted that the roof is in bad shape and would need additional repairs or replacing soon. I've asked him to clarify what needs to be done and when it needs to be done by, but have not heard back from him. Also, it has been confirmed that the Carnegie oil tanks are not leaking from the bottom or from the joints, which is a relief.
5. I've contacted the Food Bank of Western Massachusetts about using the Friends of the Montague Public Libraries 501C3 status to become members of the food bank. Membership would allow us (by which I mean a volunteer) to pick up free food supplies to add to the Millers Food Pantry. It was determined that the Friends' articles of incorporation qualify the organization to apply. I will work with the Friends to put together a compelling application, work on pantry logistics, and recruit volunteers before the current grocery program ends in September 2023.
6. Judi Ketchum and I have gone through hundreds of folders of library files and culled almost 2/3rds of them, using guidance from the state's municipal retention schedule. Judi is a total whiz at organizing and I'm pretty sure that once the renovation is complete, I'll be able to get all the library files in one large file cabinet. (Wahoo!) Angela has also done an excellent job of going through the children's art supplies in the basement and moving everything upstairs.
7. Angela would like to attend the Mass Library Association conference this spring in Falmouth and I would like to attend the New England Library Association conference in Springfield this fall and also next year's Public Library Association conference in Columbus, Ohio. The budget committee had briefly discussed the possibility of creating a separate annual budget for State Aid funds that would cover things like library furniture, library technology, and professional development opportunities. I'd like to get this conversation started and am wondering what, if any, information it would be helpful for me to glean first. I would be happy to reach out to other libraries for information.
8. To clear up the potential for patron or staff confusion, Kathleen and I put together an ILL policy that clearly outlines the protocols for both country-wide mediated loans facilitated by MLS (AKA CLIO loans) and state-wide Commonwealth Catalog loans.
9. I'm officially signed up for the state's three-day online procurement training, scheduled for February 7th thru 9th.
10. Finally, after months of planning between myself, Suzanne Lomanto from RiverCulture, and Janel and Sheila from the Discovery Center, the Smithsonian Institute's Museums on Main Street grant program will be kicking off at the Great Falls Discovery Center at the end of this month. The exhibition's ribbon cutting will be on Sunday, February 5<sup>th</sup> and you can find more details about the accompanying programs---including a painting workshop at the Montague Center Library---at: <https://greatfallsdiscoverycenter.org/crossroads/>

		FY23 Programming Statistics-DECEMBER		
Dates	Program Title	Program Location	Number of Participants	Intended Audience
<b>WEEK 1</b>				
1-Dec	Playgroup	Live In-Person On-Site (TF)	5	ages 0-5
Week of Dec 1	Letters to Santa Kit	Live In-Person (All 3)	50 bags taken	General Audience
<b>WEEK 2</b>				
Week of Dec 5	Letters to Santa Kit	Live In-Person (All 3)	21 bags taken	General Audience
7-Dec	Story Time	Live In-Person On-Site (TF)	8	ages 0-5
8-Dec	Playgroup	Live In-Person On-Site (TF)	2	ages 0-5
<b>WEEK 3</b>				
14-Dec	Story Time	Live In-Person On-Site (TF)	0	ages 0-5
15-Dec	Playgroup	Live In-Person On-Site (TF)	0	ages 0-5
17-Dec	Gingerbread Houses @ The Discovery Center	Live In-Person Off-Site (TF)	60	General Audience
17-Dec	Letters to Santa Kit	Live In-Person On-Site (TF)	15 bags taken	General Audience
Week of 19-Dec	Grab & Go Craft	Live In-Person (All 3)	15	ages 6-11
Week of 19-Dec	Grab & Go Science	Live In-Person (All 3)	40	ages 6-11
<b>WEEK 4</b>				
21-Dec	Story Time	Live In-Person On-Site (TF)	2	ages 0-5
22-Dec	Playgroup	Live In-Person On-Site (TF)	2	ages 0-5
<b>WEEK 5</b>				
28-Dec	Story Time	Live In-Person On-Site (TF)	0	ages 0-5
29-Dec	Playgroup	Live In-Person On-Site (TF)	3	ages 0-5
			<b>TOTAL:</b>	
			137	