

# MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING AGENDA

**Monday, February 20th, 2023 at 6:30PM**

**By Zoom**

<https://us02web.zoom.us/j/89015585776?pwd=T1IXTGVSU0VtTGZNMXpiVkZKRFBWdz09>

Meeting ID: 890 1558 5776

Passcode: Montague

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 1/23/23
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. Welcome and introductions to Pam Allan and Rhys Lentz, who have both expressed interest in joining the libraries' board of trustees.
12. Review of Montague Center forum and discussion of next steps
13. Items not anticipated within 48 hours of meeting. Votes may be taken
14. Next meeting date, agenda suggestions
15. Adjourn

1. The Smithsonian Series is off to a great start with 84 attendees at the ribbon cutting and 184 attendees at last Saturday's kickoff event. Angela and Makayla also had a nice turn-out at their Valentine's card-making program with 40 participants.
2. Our new children's programming assistant, Makayla Skubel, has hit the ground running. She's had solid attendance at both her weekly storytimes and playgroups, which are currently being held at Montague Center.
3. I've started collaborating with local business owners and RiverCulture to put together a new version of the Harvest Festival/Pumpkinfest, tentatively scheduled for October 21. I do not plan on hosting a summer kick-off event this year.
4. The tree warden finally got back to Tom Bergeron, Head of DPW. The dying tree on the Carnegie grounds should be taken down in the next 2-3 weeks along with two additional trees by the veteran's memorial.
5. The new thermostats at MC were not able to communicate with the furnace, to be used as a back-up heat source, during the cold snap two weeks ago, leading to concerns about pipes freezing or bursting in the future. I worked with Jamrog and Suzor this week to get the thermostats on the right WIFI network. Jason, from Jamrog, reset the furnace connection and I created a Daikin account so that Kate and I can monitor and change the thermostat settings from our phones. Jason planned to test the system today (2/15), but I have not heard yet whether everything went as expected.
6. Vicky Valley alerted me to the fact that, despite recent patching, water is still coming in through the wall in the basement of the Carnegie by the back stairs—ostensibly from the middle area within the handicap ramp. All boxes stored there have been removed and she or I will be sure to take photos the next time it rains.
7. Michelle Geoffrey from the Food Bank of Western Mass presented at the last Friends meeting about the process of applying for Food Bank membership and the responsibilities associated with being a member site. The Friends expressed hesitation about the potential work involved, but I hope to put together a detailed proposal outlining exactly who would be responsible for what to present at their meeting next month.

Helpfully, the reporting and inventory requirements for the Food Bank are similar to what Abbey is already doing at Millers. We will only require additional volunteers to pick up and transport food stuffs from the Food Bank site in Hatfield/Chicopee.

8. Tricia and I participated virtually in the MBLC information session on the newly released Massachusetts Public Library Construction Program (MPLCP). A letter of intent must be submitted by interested parties by April 28<sup>th</sup> and the application is due May 31<sup>st</sup>, 2024. The application requires the following components: a library building program, municipal finance forms, certified copies of local approvals (each town must vote to 1. apply for, accept, and expend MBLC grant funds and 2. appropriate \$150k in design funding), identification of at least two site options, and a town-wide plan for library service.

Applications will be organized by proposed building size into three tiers: small, medium, and large. 9-10 projects from each tier will be funded. Projects will be selected for funding based on need, on community support for the project, and on the ability of the municipality to support such a project. I think that we have a very good chance of being funded.

For a full slate of details, check out: <https://mbic.state.ma.us/programs-and-support/construction/files/Program%20Notice%2023-24-std-final.pdf>

I think it would be good to discuss first steps at our meeting.

9. Next Tuesday, Margot and I will meet virtually with Jean Canosa-Albano, Assistant Director of the Springfield City Library, to brainstorm and discuss ideas for serving the different community needs that exist in the three neighborhoods in Montague that have libraries. This discussion will inform our town-wide plan for library service.

	February Program Stats			
Dates	Program Title	Program Location	Number of Participants	Intended Audience
<b>WEEK 1</b>				
4-Jan	Story-Time	Live In-Person On-Site (MC)	2	ages 0-5
5-Jan	Playgroup	Live In-Person On-Site (MC)	2	ages 0-5
7-Jan	Book Sale	Live In-Person On-Site (TF)		General Audience
<b>WEEK 2</b>				
9-Jan	Friends Meeting	Live Virtual Zoom	8	Adult
11-Jan	Story Time	Live In-Person On-Site (MC)	0	ages 0-5
12-Jan	Playgroup	Live In-Person On-Site (MC)	6	ages 0-5
12-Jan	Hot Chocolate Social	Live In-Person On-Site (MF)	4	General Audience
<b>WEEK 3</b>				
17-Jan	TFHS Outreach	In-Person Off-Site (TF)	6	YA
18-Jan	Story Time	Live In-Person On-Site (MC)	8	ages 0-5
19-Jan	Playgroup	Live In-Person On-Site (MC)	8	ages 0-5
18-Jan	Author Series (David Detmold)	Live In-Person On-Site (MC)	46	Adult
21-Jan	Game Day	Live In-Person On-Site (MC)	11	General Audience
<b>WEEK 4</b>				
25-Jan	Story Time	Live In-Person On-Site (MC)	6	ages 0-5
26-Jan	Playgroup	Live In-Person On-Site (MC)	10	ages 0-5
26-Jan	Book Group	Live In-Person On-Site (MC)	6	Adult
	Grab & Go Craft	Live In-Person (All 3)	39	ages 6-11
	Grab & Go Science	Live In-Person (All 3)	43	ages 6-11
<b>WEEK 5</b>				
31-Jan	Brick House Outreach	In-Person Off-Site (TF)	7	YA
			<b>TOTAL:</b>	148