

**Montague Board of Library Trustees -- Building Subcommittee  
8 March 2023 -- Montague Center Branch**

**attendance** Tricia Perham, lydia ievins, Will Quale, Caitlin Kelley, Ariel Elan, Jeff Singleton

**4:07 pm** called to order

**Review and approve previous minutes.**

Minutes for the 12 December and 19 January Building Subcommittee meetings were approved.

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**Review the responsibilities of library director and trustees, particularly as regards the Massachusetts Public Library Construction Program grant.**

The subcommittee clarified that, at the most fundamental level, the responsibilities of the trustees are to understand the library needs of the community, provide guidance to and support for the library director, and to promote our libraries; and that the responsibilities of the library director are to implement these community needs and to promote our libraries. With regard to the MPLCP grant, we acknowledged that it was important that we (the trustees) be clearer that exploring this grant is not solely an initiative of the library director, but is instead coming from our board of trustees (and is coming to our board from our building subcommittee).

To that end, the subcommittee then briefly reviewed studies and proposals related to the Carnegie Public Library from the past few decades and our Special Services subcommittee's most recent survey of the community in 2021-22, and agreed that there is ample evidence supporting exploring how to improve library facilities in Turners Falls.

Will made a motion: "In light of community input, the Building Subcommittee of the Trustees recognize that Carnegie Library is not adequately meeting the needs of the public, and we support moving forward with the Massachusetts Board of Library Commissioners Massachusetts Public Library Construction Program process to explore how we can better meet these needs". This motion carried unanimously and will be put before the full Board of Library Trustees for approval on 20 March 2023. Once that happens, going forward Caitlin will be able to speak with the backing of the Trustees as she explores the MPLCP grant.

Jeff Singleton requested to see the Special Services subcommittee survey as well as past building condition studies of Carnegie Public Library (which Caitlin made arrangements to provide him with). We discussed a broader need to create a publicly accessible history of surveys and proposals related to Carnegie so that public discussion could be well-informed.

Will, lydia, and Caitlin will work on assembling that history so that the Trustees can make it publicly accessible. We will also aim, in the coming months, for the Trustees to take proactive steps to publicize the availability of this information and our intent to explore the MPLCP grant, through, eg, an Op-Ed in the *Montague Reporter*.

### **Review of Massachusetts Public Library Construction Program application requirements.**

Caitlin suggested forming an ad hoc MPLCP grant committee including members of the Building subcommittee plus members of the public with relevant knowledge.

The subcommittee reviewed the requirements for the Letter of Intent, the first milepost in the MPLCP process. The letter must be submitted by 28 April 2023. Caitlin will draft the letter so we can review and discuss it at the next Building subcommittee meeting on 5 April 2023.

The subcommittee reviewed the MPLCP timeline and noted that creating the Library Building Program is the bulk of the work for the MPLCP process. Tricia proposed that we reach out to other library directors who have been through this process in previous years, to learn from their experience how long different parts of the process take. Caitlin will contact Ellen Boyer, director of Greenfield Public Libraries. Lydia created a clean working document of the MPLCP timeline which makes the process much clearer.

### **Review of existing CIC projects.**

For the Carnegie basement renovation, we need to get written specs for the HVAC requirements. Tricia and Caitlin will meet with Walter to get this.

### **Next meeting date.**

Next meeting set for 5 April 2023 at 4pm at Montague Center Branch.

**5:37 pm      meeting adjourned**