

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING AGENDA

Monday, March 20th, 2023 at 6:30PM

By Zoom

Zoom:

<https://us02web.zoom.us/j/83305638094?pwd=MjF4RzFVNU9VbFJ5N29pMS92ZW9zUT09>

Meeting ID: 833 0563 8094

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 2/20/23
4. Director's update—See attached report
5. Children's Department update: See programming report, at bottom of director's 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 Jim Cosgrove, who have both expressed interest in joining the libraries' board of trustees.
12. Review and vote on motion passed by the Building Subcommittee on 3/8: "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 Mass BLC Mass PLCP process to explore how we can better meet these needs"
13. Vote whether or not to allocate \$1,095 of State Aid funds to replace Montague Center copier
14. Items not anticipated within 48 hours of meeting. Votes may be taken
15. Next meeting date, agenda suggestions
16. Adjourn

Director's Report

March 2023

1. With the exception of one program being rescheduled for a snow day and another being interrupted by an errant fire alarm, the Crossroads series went off without a hitch! All the programs were well attended, with the programs at the Shea garnering 202, 325, and 150 participants respectively. The planning committee is now working on reporting on our efforts and determining whether to pursue a second \$10,000 grant from Mass Humanities that would continue exploring the themes of the series.
2. The copier at Montague Center is on its way out. It's been streaking for several months and there's no technician in the area who will work on it. It's the perspective of both Mohawk Office Equipment and a patron from Montague Center with copier experience that the culprit is likely the machine's drum. Given that repair would be very costly and the machine is at least 18 years old, I got a quote from Mohawk for a Kyocera copier for between \$995 and \$1,095. Bernardston's library has had the same model for a number of years and reported that it works great. With the trustees' permission, I'd like to purchase a new copier for Montague Center.
3. In other technology-related news, Makayla's computer is also on its way out. I had hoped to discuss a phased plan for replacing staff machines with Brandon, of Suzor IT, this past Tuesday, but will need to re-schedule after the storm. New computers and MPL staff attendance to the New England Library Association conference in Springfield this fall will make up the bulk of my FY24 State Aid budget. Once I have hard numbers, I'll submit that budget to the Trustees.
4. Given how much state aid funding I anticipate on spending on computers in the next two fiscal years, I plan to ask the Select Board to cover the \$2,740 cost of leasing an outdoor tent this summer.
5. At Special Town Meeting, on March 2nd, the town voted to approve the re-allocation of \$35,500 to support consulting and design costs that may be incurred during the MBLC application process. During the meeting two people very vocally expressed their concern that myself and the trustees are intending to abandon the Carnegie Library. I explained that the application process is unbiased regarding the existing building, since we'll be asking for feedback as if the current building doesn't exist and merely requesting people describe what they want in their library.

On March 8th, the Building Sub-Committee of the trustees formally voted to move forward with applying for the MBLC's construction grant program, using the following 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 Mass BLC Mass PLCP process to explore how we can better meet these needs"

If the full Trustee board votes to move forward with the application, then I'll submit a letter of intent by April 28th and start working on forming a committee of people interested in assisting in the construction application process.

I met last week with Walter Ramsay and Steve Ellis and both expressed their full support for moving forward with applying for the MBLC construction grant. Steve noted that he feels a sense of urgency to move forward with the project, given that construction costs are projected to keep rising.

Relatedly, Lydia and Will have offered to help me organize and potentially digitize records relating to the Carnegie building, including building assessments, prior applications for renovation/additions, and more. These items will then be made available to the public, hopefully through the library website.

6. The tree saga continues: there were apparently complaints about the proposed cutting down of the tree next to the Carnegie, so there was a hearing about it on 3/15. Does anyone have details about the hearing?
7. At their meeting on March 13th, the Friends of the Montague Public Libraries unanimously voted to support applying for membership with the Food Bank of Western Mass on behalf of the Millers Falls Branch. I'll work on the application over the next month or so and will do a required FBWM site visit, with a few Friends members, at the Survival Center on 4th Street. It is my intention that we become members of the Food Bank by the end of September, which is when the grocery program facilitated by Montague Catholic Social Ministries will wrap up.
8. The Carnegie Seed Library opened on March 1st and has been very popular.
9. Angela had a nice turn-out for beloved local author, Astrid Sheckel's, school vacation program in February, with 36 people attending the Montague Center event. Astrid led a drawing activity for participants and gifted a signed drawing to the library, which David Dempsey (a FOL member and also Kate's dad) has offered to mat and frame for the branch.

Dates	Program Title	Program Location	Number of Participants	Intended Audience
WEEK 1				
1-Feb	Story-Time	Live In-Person On-Site (MC)	5	ages 0-5
2-Feb	Playgroup	Live In-Person On-Site (MC)	7	ages 0-5
4-Feb	Book Sale	Live In-Person On-Site (TF)		General Audience
5-Feb	Crossroads Ribbon Cutting	Live In-Person Off-Site	148	adults
WEEK 2				
8-Feb	Story Time	Live In-Person On-Site (MC)	14	ages 0-5
9-Feb	Playgroup	Live In-Person On-Site (MC)	8	ages 0-5
9-Feb	Hot Chocolate Social	Live In-Person On-Site (MF)	11	General Audience
11-Feb	Valentine Card-Making	Live In-Person On-Site (TF)	40	General Audience
11-Feb	Crossroads Kick-Off	Live In-Person Off-Site	202	adults
WEEK 3				
13-Feb	Friends Meeting	Live Virtual Zoom	5	Adult
15-Feb	Story Time	Live In-Person On-Site (MC)	10	ages 0-5
16-Feb	MPL Public Forum	Live In-Person On-Site (MC)	65	Adult
16-Feb	Playgroup	Live In-Person On-Site (MC)	13	ages 0-5
15-Feb	Author Series (Jennifer Acker)	Live In-Person On-Site (MC)	24	Adult
WEEK 4				
21-Feb	Stuffed Animal Sleepover	Live In-Person On-Site (TF)	4	ages 6-11
22-Feb	Story Time	Live In-Person On-Site (MC)	9	ages 0-5
23-Feb	Playgroup	Live In-Person On-Site (MC)	cancelled/icy morning	ages 0-5
23-Feb	Book Group	Live In-Person On-Site (MC)		Adult

4/28/23 Submit Letter of Intent

Submission requirements include a checklist of eligibility, a brief statement of need, and a letter on official municipal letterhead signed by municipal and library officials stating support.

Award for planning/design phase reimburses 50% or up to \$100k. [we will ask for \$100k]

→ Caitlin will draft letter of intent, bldg cmte will discuss at 4/5 mtg

5/ TBA /23 Attend application workshop

Attend one of the scheduled application workshops presented virtually and in-person ... Attendance is mandatory for at least one library representative and at least one municipal official.

→ Caitlin, Walter, maybe bldg cmte. Others for Town? Maybe other Trustees interested?

10/1/23 Submit Library Strategic Plan

The applicant must have on file at the MBLC a library strategic plan and annual action plan for FY2025 which meets the definition in 605 CMR 6.02. If a strategic plan is not currently on file, it must be received by October 1, 2023.

→ We have a strategic plan on file for 2023. Special Svcs cmte will help work on this for FY2025 during the summer.

12/1/23 Submit FY2025 Action Plan

An action plan for FY2025 must be received by December 1, 2023.

5/31/24 Submit Grant Application

The bulk of the work for the overall application will be the Library Building Program. We'll hire a consultant to shepherd the Needs Assessment component.

→ Reaching out to Greenfield & Erving to learn from their recent experience.

→ Doc will incorporate community feedback. Aiming to conclude public forums by 9/2023.

→ Bldg cmte working to identify/digitize/summarize previous studies to create a transparent legible trail.

6/16/24 Submit proof of local funding appropriation

Approval of appropriation of local funding for the Planning & Design Phase by a majority of town meeting or city council prior to application is required.