

When: 6:00p, Monday, November 27, 2023 / Where: Zoom

Attendees: David Detmold, Gretchen Wetherby, Louisa Khettab, Lydia Ievins, Margot Malachowski, Miryam Vesset, Nancy Crowell, Tricia Perham, Will Quale / Library Director: Caitlin Kelley

6:05 Call to order

Minutes from 10/23/23 approved (Tricia abstaining)

Director's update

- ☐ Received \$2500 from Elaine Cuthbert estate.
- ☐ Food pantry: majority of food from food bank is free, some extremely low-cost options (e.g. \$2/pallet). Have been getting good variety of veggies, protein, dairy, snacks, pasta. Still looking for 1 more driver, 1x/mo. Bigger variety than with ARSL grant, not relying on donations of shelf-stable foods.

6:15 Strategic Planning — no updates

Building

- ☐ Deciding whether done with lib tours; please, everyone input your visit notes.
- ☐ Docs going out to bid in January for Millers Falls doors/windows project, Carnegie basement project.
- ☐ Montague Center roof project starts soon, all materials already in place.

6:21 Personnel — no updates

Budget — later on agenda

Friends — Now have \$14k budget, mostly raised through book sales. Revising bylaws, making new bookmarks with new lib hours. 9 people at mtg. Hoping to order wreaths.

6:23 Discussion: FY25 budget

- ☐ 3.14% increase, is basically level-funded.
- ☐ Didn't include extra bandwidth; CWMARS will be doubling or tripling bandwidth this year.
- ☐ Budget and budget narrative approved with minor text edits.

6:33 Discussion: review community feedback from survey and focus groups

- ☐ Focus groups spreadsheet from Barbara not usable, just raw data. Survey text comments also illegible.
- ☐ Caitlin working with Barbara to develop tally of square footage needs. Important to know what the public wants the most; important to get data in a way we can use it. Flexible spaces, multi-use.
- ☐ Great to have some of these graphs, e.g. "how often do you use Montague libs?", at Dec forums. Caitlin will create an infographic page with highlights.
- ☐ Primary topics for forums? Top 5 things people want. Talk about existing bldg, application process, what people have already said. Open for questions, option to talk to us at reception. Extra copies of survey? Huge stickynote pads, dot board?

7:12 Discussion: outreach/programming for non-English speakers

- ☐ Caitlin had a great meeting with Mary King (MCSM) re: what it would make sense for the libraries to have in Spanish. Good to have a brochure, info about all lib services, EN + SP. Lily agreed to translate newsletter and monthly calendar, have available at MCSM.

Montague Public Libraries Trustees

November Minutes

- ☐ Many of the SP-speaking families, refugees or new immigrants, not particularly literate in either language. For some of them, SP is a second language. Their children want to read EN materials. Working with Lily re: what materials appropriate. We can confer with Jones lib, which has a big ESL collection.
- ☐ Main focus at MCSM is helping children develop social-emotional skills. Brand new refugees can't even get to that, basic needs not being met, need winter clothes. Mitten-tree drive.
- ☐ Why did Laurie & Tom's EN/SP music/movement program end? They had been giving us a much-reduced rate; new rate would cost 2/3 of our programming budget. At most libraries, weekly programming is part of children's librarian role. Angela put together 4-month grant to get them through the winter.
- ☐ Anyone on our staff who speaks SP? Some p/t folks.
- ☐ If we're able to add services down the road—ESOL/TOEFL testing, drivers licenses, notary, passport—that will bring people in. We do have other orgs in town that do some of these things.
- ☐ 20% of our school kids identify as Latino or black. Caitlin has spoken with parent outreach coordinator.
- ☐ Immigrants feeling unsafe, anti-immigrant sentiment, have stopped using parks.

7:30 Items not anticipated

- ☐ Structural engineer assessment of Carnegie? Tricia has been in touch with an engineer, waiting to hear back. He could give opinion based on experience, tell us whether worth having someone come in for more extensive analysis. Could spend \$10-15-20k for a real engineering survey to definitively answer the questions. Need to answer before we move forward, just not sure when in the process.

Upcoming meetings:

- ☐ Full Board — 12/18 6p zoom, 1/22 6p zoom
- ☐ Public Forums — Zoom Tue 12/12, in-person Wed 12/13
- ☐ Marketing subcmte — Wed 6p

7:41 Adjourn

Respectfully submitted,

lydia ievins ∴ Secretary ∴ Montague Public Libraries Trustees