

When: 6:00p, Monday, January 22, 2024 / Where: Zoom

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

6:03 Call to order

Minutes from 12/18/23 approved

6:05 Director's report

6:20 Strategic Planning — Haven't met. Have some policy work planned for spring, incl. meeting room use policy once we have local history room available.

6:21 Building — Just met. Specs in process for Carnegie proj, specs pending approval for MF windows. Talking about likelihood/feasibility of moving the Carnegie; CK will get in touch with company that would be doing the moving, get them to come up and look at bldg + site, tell us for sure whether feasible. CK + Barbara working on application, which includes spatial description of how things would work together—e.g. tween area: if we have, is it with kids' area or with teens'? Will try to get together in person, maybe mid-late March: big paper + markers, what should be near what? Have to include w our application. Anyone might have input on that. CK: getting feedback from both Angela + Kathleen, in addition to perspective from our lib visits.

6:25 Personnel — Did meet. Figuring out how to structure Kathleen's position when she retires. Maybe splitting into 2 parts, 1 more technical half-time, one adult svcs position. We reviewed from libs of similar size, working to formalize. Will at least need to update Kathleen's job descr generally, out of date + doesn't reflect what she does.

6:29 Budget — Finance Cmte doesn't want to meet w CK; we're good to go for finance purposes.

Friends — (no report; Nancy absent)

6:29 Secretary —

- Corresp from new neighbor interested in getting involved; in consultation with WQ, suggested seeking out Friends group, offered our meeting info.
- Updates to building-project page timeline, FAQs. CK: Barbara said our page is excellent, she sent as example to other libs.

6:31 Discussion: Site selection statement + editorial

Doesn't specifically address specific other sites (i.e. Farren), just keeping it positive. Good to have visibility in the paper ~monthly. Statement accepted (as modified) to be submitted to MR for publication.

6:42 Items not anticipated — nope.

Upcoming meetings:

- Full Board — 2/26 6p, Zoom

6:54 Adjourn

Respectfully submitted,  
Lydia Ievins ..: Secretary ..: Montague Public Libraries Trustees