

**MONTAGUE PUBLIC LIBRARIES TRUSTEES**  
**MEETING AGENDA**

**Monday, April 22ND, 2024 at 6:00PM**

**Via zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/87359137541?pwd=alMzVjUwRUtTakhZYlpnNkFMSWowdz09>

Meeting ID: 873 5913 7541

Passcode: 1234

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. Director's update—See attached report with programming stats included
4. Update from: Strategic Planning
5. Update from: Building Committee
6. Update from: Personnel Committee
7. Update from: Budget Committee
8. Update from: Corresponding Secretary
9. Update from: Friends of the Library

**DISCUSSION TOPICS**

10. Review and approve Assurances and Certifications documents for state construction program (MPLCP) application.
11. Items not anticipated within 48 hours of meeting. Votes may be taken
12. Next meeting date, agenda suggestions
13. Adjourn

## March 2024 Report

1. We had an excellent slate of candidates for the Substitute Library Assistant positions, so I've decided to hire three people instead of two. This should cover all our sub needs for a long time. I anticipate onboarding everyone in the first or second week of April.
2. Abbey Buedinger, Branch Library Assistant at the Millers Falls Branch, let me know that she was offered a full-time position at the Holyoke Public Library. I'm excited for her even though it's tricky that this position, with its limited hours, is so difficult to keep filled. I posted the position internally and let the new substitutes know that they could apply as internal candidates. One has noted that he is interested, another is not interested, and the third is thinking it over and will let me know before the closing date, next Wednesday.
3. I received a report from Keith, at Wolfe Building Movers. The final quote to move the Carnegie is \$650,000.
4. Work on the Montague Center roof has been completed. I'm hoping that LaRochelle will get to the small roof over the staff entrance at the Carnegie sooner than later.

The windows project at Montague Center is getting off the ground. We've selected one stain color for all the windows in the building.

5. We have been noticing more Latino families coming to the Carnegie Library. MPL is lucky to have a few Spanish speakers on staff who are always happy to assist our Spanish-speaking patrons. For staff not familiar with the language, though, I sent instructions for using Google Translate to translate inquiries from Spanish, or any language, into English in real time.

Grae also let everyone know that the Massachusetts Library System has \$500 scholarships available for regular staff who wish to participate in a language class.

6. I met with local graphic designer, Liz Moran, and learned more about the branding process. Liz anticipates being able to get started on the project in mid-April. Kristopher from the Friends group has graciously offered to assist on the branding committee, and I would be glad for two to four trustees to participate on the committee as well.
7. I attended the Food Bank of Western Mass' member conference and participated in two excellent sessions. The first was on volunteer recruitment, which I used as an opportunity to think about recruiting stakeholders for the library building fundraising/get out the vote campaign for the Friends group. I spoke to the presenter, who's with the Massachusetts Service Alliance, after the session and she suggested that myself and a member of the friends may want to attend the MA Conference for Volunteerism in May and also recommended that the Friends may want to create an ad hoc fundraising committee with a chair who receives a stipend.

The second session was on fundraising, donor communications, and creating brand identity and consistency through social media. I touched base with Angela about this, so as we go through the branding process, she and I will work on creating conventions for press releases, Facebook posts, and social media tone.

It was very fun to hear about the different fundraisers that have worked for organizations over the years. I don't know that a designer purse party (modeled by local firefighters!?) is the vibe that we're going for, but a community tag sale at Peske Park and a round-up campaign at Food City may work well for the Friends.

8. CW/MARS has rolled out Aspen Discovery, a "discovery layer" that makes the patron experience of browsing the catalog and requesting titles more user-friendly and intuitive. The layer allows each library the opportunity to edit and add to their own catalog homepage. So, for example, we've added "Library of Things" and "Staff Reading Lists" as buttons on the homepage. You can see the new page here: <https://montague.cwmars.org/>
9. I've worked with the Trustees' Personnel Committee to consider splitting our full-time technician position into two full-time positions: a Library Technician/ Library Assistant, which would absorb a 13 hr/week assistant position, and an Adult Services Coordinator position. This idea came about as library staff went through interviews for the town's wage and class study. The person currently in the technician position, who regularly goes above and beyond her stated job duties, brought the idea to me and then outlined which duties could go to which position. I reached out to 10 or so directors of similarly sized libraries across the Commonwealth and found that the vast majority do have a coordinator position or a similar title to support reference and technology services, acquisition of the adult collections, and adult programming.

With input from the outline and from the job descriptions from other towns, I crafted a job description for each position, which the Personnel Committee edited and approved. The positions have been reviewed and gained support from both Steve and Walter, so the next step is to bring the idea to the Selectboard for review, likely in mid-April.

10. Finally, I felt that my monthly staff meetings were getting stale, so I reached out to the Central/Western directors and asked what they do. I used their suggestions to form the basis of a staff survey that also asked questions about communication preferences. Based on the feedback I received, I decided to start a libraries Slack page. Slack is a communication tool widely used by the corporate world. It allows users to chat, share documents, and add input on projects all in one place. So far, I've created channels for updates, patron feedback, staff training and staff forms, strategic planning and building project docs, policies and forms, and program planning. I plan to do a tutorial on the app at our next staff meeting on 3/29, and will also talk with staff about their preferred staff meeting model.