

When: 6:00p, Monday, June 17, 2024 / Where: Zoom

Attendees: Gretchen Wetherby, Lydia Ievins, Margot Malachowski, Miryam Vesset, Nancy Crowell, Pam Allan, Tricia Perham, Will Quale / Library Director: Caitlin Kelley / Absent: Jim Martineau

6:04 Call to order

Minutes from 5/20/24 approved

6:07 Director's report —

- MC windows: the new window trim was done poorly and the sills not at all; the Town's bid spec was insufficiently specific. CK will ask Chris S-L to take a look. [Footnote: WQ supplied a shoebox; it turned out there were three dead birds, not just one.]
- Branding process: WQ showed screenshots of the two proposed directions.
- We got a Big Read grant (NEA), a year's worth of programs starting in maybe-Nov, focusing on art/lit/combo, workshops, poet/artist workshops, storytelling workshops. Programs coordinating with libraries all across the Valley.

6:32 Strategic Planning —

- Part of the Libraries Transforming Communities grant is putting together an accessibility plan. We'll look at the accessibility problem list put together in 2018, put together a 5-yr plan, figure out how to allocate funds. Making sure our signage is correct and has braille and Spanish, more staff training, grab bar for Carnegie bathroom. Jake (MF lib asst) was legally blind until last month, will invite him to be staff rep on new cmte. CK putting together a survey targeting people w low vision/hearing.
- Hoping to put website out to bid in late Aug or early Sept. Community conversation in early July, closing survey in end of July. Grant period runs through 4/2025, want to wrap up well before then.

6:41 Building —

- CK just heard from Lively Builders: adding the small window in MF = \$2k. May be able to cover with the remainder of this year's maintenance budget; will get updated budget from Carolyn this week.
- Building cmte met at MF, talked about reorg there, moving stacks. Patrons have requested more community space, adult space to sit and read, usable computer space. Using state aid money for this refresh shows the town we're not always asking for \$. CK: 30% increase in visitation at MF, great stat. If we brighten up the space, have a big unveiling, almost like a soft open to promote a new facility in TF.

6:54 Personnel —

- CK came up with another draft of staff assessment. We've talked about adding Adult Svcs Coordinator position; putting that on hold for now until we know more about what will happen to existing staff members' wages. If this isn't the right time, we should wait until FY26, rather than fall special town meeting.
- Need to renegotiate CK's contract, up in the end of Sept.

6:57 Budget — nothing to report

Branding — [discussed above] meeting 4p tomorrow

Secretary — nothing to report

6:58 Friends — [discussed above]

Review of bylaws — [we determined do not need to read aloud for annual "review"]

7:02 Officer appointments, fill committee seats

- WQ continues as chair, NC continues as vice chair, LI continues as secretary
- Officers: Pam on Personnel and Budget. We'll ask Jim to be on Building; CK will reach out.

7:17 Items not anticipated — nope.

Upcoming meetings:

- Branding — Tue 6/18, 4p, Zoom
- Building — Mon 7/1, 4:30p, Millers Falls
- Strategic Planning — Wed 7/31, 5:30p, Zoom
- Personnel — Wed 8/7, 5:30p, Zoom
- Full Board — (skipping July) Mon 8/26, 6p, location TBD

7:29 Adjourn

Respectfully submitted,

lydia ievins ∴ Secretary ∴ Montague Public Libraries Trustees