

When: 6:00p, Monday, August 26, 2024 / Where: Zoom

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

6:04 Call to order

Minutes from 6/17/24 approved

6:05 Director's report —

- MF new windows and back door look beautiful.
- Carnegie basement: issuing addendum to bid spec for electrical, now closing a week from Wed.
- MF privacy pod: writing grant; getting help and/or letters of support from Senior Center, Town Planner, FRCOG, MF Community Improvement Assoc. Will be decided by Nov.
- Lib cards for unhoused patrons: CWMARS requires an address. Trying to find alternatives to giving the lib's own address. PA: someone else who could pick this up? MCSM or Brick House acting as address? CK: want to have another conversation before reaching out to other orgs.
- Branding: timing of rollout/announcement? CK: soft launch, social media posts now, the rest when we launch new website. Send out RFQ today, hoping new website by March.

6:30 Strategic Planning —

- Feedback from community conversations did have some folks with disabilities; surveys included some parents of disabled kids.
- Went through list of repairs/upgrades with new DPW head this morning, he said should all be straightforward.
- Cmte meeting again 9/20. FY26 Action Plan due in Dec.

6:32 Building —

- TP: we've been focusing a lot on MF branch. Overall plan is to rearrange and refresh, allow some meeting space. Discussing what we need for storage, what we can use of what's there, what might need to be purchased. We have a plan for a carpet. Maybe sheriff's dept has a crew that can come and do the painting. Entryway floor will need to be redone when we do the front wall.
- CK: re: MF storefront, meeting with Chris (new Asst Town Admin) this week to make a case for moving storefront replacement up from FY27 to FY26, bc water is actively coming into the bldg when it rains, 3–4' radius around door, causing floor to buckle and form a tripping hazard.

6:39 Personnel —

- Staff eval: staff will be evaluated on anniv of their hire, rather than all at once. They'll do a self-eval, peer eval, and Caitlin eval.
- Need to renew Caitlin's contract. She came up with some items, Walter looked at them and was completely comfortable with them. With the new wage scale following the wage study, Caitlin's position will be moved up so she'll have some room to grow. Her wages aligned with those steps, nothing changing there.
- New: adding up to 7 work-from-home hours/week at her discretion; covering some professional membership fees and annual conference attendance. If she were to leave, 21 days' notice (previously was a month; CK thinks industry standard is 2 weeks).
- Unanimous vote: Trustees authorized the officers to renew Caitlin's contract.

6:49 Budget — nothing to report

6:49 Secretary — nothing to report

6:49 Friends —

- Creating new brochure for the Friends; hoping to talk w CK at next mtg re: how branding affects us.

6:50 Discussion: MF hours

- Moving MF start time, so Jake will be working an extra hour per week. Easy change now that we know bus service affects people's ability to visit the library. Jake was a great hire, really glad he stepped into that role. WQ: budget solves itself for this year, then we put it into next year's budget? CK: yes, every staff member gets add'l 15 hrs/yr, mostly to attend staff mtgs, built-in buffer. Also have someone retiring this year, whoever we hire to replace her would come in at a lower rate. TP: what does he do during that opening hour-now-half-hour? CK: Turning on lights &c. pulling holds and putting in bin, can be done throughout day. He does have enough quiet time to do side work.
- GW: is there a way to get the Carnegie sign off the book drop? CK: yes. Maybe get a decal of the new logo/brand, put on all book drops? TP: happy to see CK taking the initiative to give the MF branch a little bit of love; it's always been neglected.
- Expansion of hours approved as described. Unanimous.

6:59 Items not anticipated —

- ARSL conf coming up soon, CK presenting w 3 other people re: bringing food services to libraries. One delivers xmas dinners, another has a community fridge. Also co-presenting w Michelle from the Food Bank; there are an increasing number of libraries in the Pioneer Valley that have food pantries. <https://www.arsl.org/2024-conference>

7:01 Upcoming meetings:

- Building — Tue 9/3, 4:30p, Millers Falls
- Strategic Planning — Wed 9/11, 5:30p, Zoom
- Personnel — Mon 9/16, 5:30p, Zoom
- Full Board — Mon 9/23, 6p, Zoom

7:05 Adjourn

Respectfully submitted,
lydia ievins ∴ Secretary ∴ Montague Public Libraries Trustees