

Montague Public Libraries Trustees Personnel Committee Minutes

When: 5:30, Monday, September 16, 2024 / Where: Zoom

Attendees: Pam Allan, Margot Malachowski, Gretchen Wetherby

Library Director: Caitlin Kelley

- 5:32 Call to order. Minutes approved.
- 5:33 Caitlin's 3-year contract has been signed by the Trustee Chair and Secretary. The Vice Chair is scheduled to sign on Wednesday, September 18, 2024. The Selectboard was notified about the contract renewal.
- 5:35 Library staff were uncomfortable about participating in peer evaluation. Caitlin is working with them to alter the evaluation form.
- 5:46 Caitlin would like to do team building activities with the staff. We talked about options that would be less intimidating for people who do not enjoy these types of activities.
- 5:55 We reviewed the discrepancies in the classification of library staff compared with other town staff. The Personnel Committee and Caitlin will submit a letter to Town Administrator Walter Ramsey.
- 6:06 The Trustees have not conducted an evaluation of the Director since Caitlin's 6-month evaluation. We will schedule an evaluation for November and focus on helping Caitlin prioritize her duties for the coming year.
- 6:16 Next meeting: Monday, November 4 at 6:00pm, Zoom.
- 6:17 Adjourned

Respectfully submitted,
Margot Malachowski, Trustee
Montague Public Libraries Trustees