

When: 6:00p, Monday, September 23, 2024 / Where: Millers Falls Library

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

6:07 Call to order

Minutes from 8/26/24 → tabled until next month

6:08 Director's report —

- Carnegie basement proj: orig was quoted at \$130k. In case project goes over bid, pulled out work for 2nd floor (data and outlets) into an alternate. Bldg inspector required that we add HVAC, which wasn't in original. Status: just had a mtg today, electrician should be starting in a ~week, will take him ~5 days, then CK can move upstairs. Almost all docs moved upstairs already, just workstations + docs used for writing bldg program. Book room remains accessible.
- NLM grant: technology pod. Small structure, shaped like a house, table in the middle and two chairs. Like a cafe set, sound dampening walls around it, back panel, no door. Allow us to have Brick House come in and do consultations about SNAP or fuel assistance, without being heard by the public. They have been implemented in other libs, incl in Springfield. Cost ~\$10k, hence looking for a grant.

6:18 Strategic Planning —

- CK will format minutes from MV and sent to LI
- Looked at ADA compliance list for the 3 libs
- Assistive technology budget, grant \$2k, list of items for circulation
- Purchasing more large-print books
- Website: have rec'd 2 bids, both \$1k over the target \$18k at \$19k and \$19.3. One of them has been a librarian. Sent RFQ to 5 people. Deadline 9/30. PA: what about maintenance? CK: hosting agreement usually \$400–500/yr, we'd be handling our own content. Training is part of it too.
- Next mtg in April, right before end of grant period.

6:25 Building —

- We've been ripping apart the Millers lib. We approved the carpet and tile, made a plan to have the Trustees box books. CK has permission from DPW and Fire Dept to put a pod right outside the windows. It's being dropped off tomorrow. Sheriff's Dept people will move all the boxes out to the pod. CK + JM will be taking the shelving off the walls. Little's Flooring Company doing the flooring install. CK brought paint swatches, has selected "Seapearl" off-white, no objections.
- CK talked w Sam French about building a new circ desk. Ordered new rolling shelving for DVDs to land mid-late-Nov, about the same time that Sam finishes the desk. We can have a big open-house party.
- [Carnegie basement discussed above]
- MC window sills: work started today. Getting the shades was a total nightmare, didn't manage to get the sale price. Did at least get tax-exempt. They'll be coming this week, shipping to DPW.

6:36 Personnel —

- CK's 3-yr contract just pending NC's signature, Selectboard was notified last week.
- Lib staff were uncomfortable about participating in peer evaluations. Going to go for ranking rather than rating system, e.g. "Communication with peers: meets requirements." Narrowed down to 12 attributes. New system: "punctuality at the top, communication at the bottom." Consultant coming to do a team building activity.

Montague Public Libraries Trustees

September Minutes

- JM: do we ever test the panic buttons at the circ desks? CK: will reach out to Northeast Security Systems.
- Cmte reviewed discrepancies in descriptions of lib staff positions compared to other town depts. CK: traditionally, lib assistants paid less. (Also traditionally a women's job.) Selectboard meeting today in exec session to review recs.
- Scheduled an eval for Nov to help CK prioritize duties for the coming year. Things seem to be going well. If we find out we'll be building/expanding, some other things may need to drop.
- When do we find out about the MCLCP grant? "Fall." Anytime in 1–5 weeks? Oct? MV: when is next town vote? 5/2026. Design process is 1.5 years, incl public hearings, opportunity to publicize and build support. CK: attending symposium for librarians and advocacy next week.

6:48 Budget —

- CK talked w Chris, proj to replace MF storefront moved up to FY26. Renaissance could quote, then also bid on it. (Was considered a conflict of interest for the Carnegie basement, since TP wrote the spec.)
- Next mtg? not scheduled yet. Documentation needed for capital improvement request is due in Dec, will try to have entire budget finished by then. CK will reach out to cmte in early Nov.

6:51 Secretary — nothing to report (except having rounded up LOTS of boxes)

6:51 Friends —

- Friends are supporting Angela going to a conference. Elena awarded the ability to go to a leadership conference, so our budget couldn't afford both.
- If we build a new lib, the Friends could take over the Carnegie bldg?!?!

6:53 Items not anticipated —

- Funding sources for the MF project? Technically all discretionary. Some could come out of donation fund (\$40k balance), state aid (\$90k). We could do the flooring out of donations, the rest out of state aid.
 - \$10k for carpet + flooring
 - \$8k for the circ desk
 - \$4k for the mobile shelving (incl shipping)
 - paint
 - storage pod
 - pizza
- Unpacking boxes: Sat, Oct 19 — that can be our next Trustee meeting?
- What about access to the food pantry during renovations? Have to close for 3–3.5 weeks, direct people to Survival Center.
- WQ: pitched to Mike Jackson that we should at least have some sort of PSA in this week's Montague Reporter. TP: we could do a press release anytime. CK: Greenfield paper interviewed me today.
- PA: moving the mural? NC: trying. JM: not moving, recreating.

7:05 Upcoming meetings:

- Personnel — Mon 11/4, 6p, Zoom
- Full Board — Sat 10/19, 10:30a? at MF to move books, pizza at 1p?, until done

7:07 Adjourn

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