

When: 6:00p, Monday, October 28, 2024 / Where: Zoom

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

6:04 Call to order

Minutes from 8/26/24 and 9/23/24 approved

6:07 Director's report —

- Newly renovated MF looks great! Food pantry patrons okay, found us again after disruption? Yes, first 3 patrons who visited on Thurs. The Friends voted to allocate \$500 for the remainder of 2024.
- Excited for new entryway, and hopefully for also replacing drop-ceiling tiles and lights as needed. JM: someone from tech school was going to look at the lighting? NC/GW: don't remember. JM: maybe could get them involved. or, maybe convert the current fixtures to LED, could do it myself.
- The new Nook? Tucked into bathroom corner. They already sent the check, meeting with grantor next week, should find out when we can purchase.
- We talked about having a reception when the new desk is installed, but would be really awesome if we could also have the new Nook as well. New circ desk is due in late Nov or early Dec.
- Did post 3 jobs today, 2 subs + 1 Saturday person. MV: typically get a solid applicant pool? CK: a little tricky for Saturdays, got 2 people last time. Sub pool is highly variable. One starts at \$16.76/hr, the other is \$15/hr. Simmons lib school program just moved to GCC as of this semester, that may help us.

6:15 Strategic Planning — nothing to report

6:15 Building —

- Carnegie basement project is underway, ran into snag with framing under windows. \$13k, some coming from our contingency fund, Chris is asking Selectboard tonight to approve use of overrun funds. One area of active mold, non-active mildew, identified source of water infiltration immediately outside. We'll band-aid it now (DPW?), do the rest of the project in the spring.
- Getting a budget \$ for MF facade so CK can present to Cap Improv Cmte.
- Need to come up with possib candidates for a Building Steering Cmte. Significant time commitment spread out over 3 years. Looking for suggestions, please pass along names to CK. Could be a total of 7, probably 5 community members (incl 1 from Friends), 2 Trustees. CK will be there but not voting member, Walter-or-Chris ditto.

6:23 Personnel —

- Next Mon doing a performance appraisal for CK (though we did already renew contract). We did a 6-month eval using a Town appraisal form, got blank form from Wendy, tweaked it since CK reports to us, sent to Walter for review, he liked it. We'll do our best to fill it out on Mon, will keep you informed, will present a signed appraisal to the Trustees.

6:25 Budget — nothing to report. Should be getting FY26 spreadsheet soon.

6:26 Secretary — nothing to report

6:26 Friends — nothing to report. No book sale this month.

6:26 Items not anticipated —

- Couldn't find plastic mat for food pantry area, getting a fake Persian carpet instead.

6:29 Upcoming meetings:

- Personnel — Mon 11/4, 6p, Zoom
- Strategic Planning — Thu 11/7, 6p, Zoom
- Budget — Mon 11/18, 6p, Zoom
- Building — Mon 11/25, 5p, Zoom
- Full Board — Mon 11/25, 6p, Zoom (and skip Dec)

6:39 Adjourn

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

October Report 2024

1. The Millers Falls Branch renovation is complete, and it looks great! I'm so grateful for everyone's help. Soon after we opened the doors, one of our state library commissioners, Karen Traub, stopped in. She was so impressed by the work, our collections, and the food pantry that she took photos and wrote about the branch on her social media. Jake said that the community response has been overwhelmingly positive, and that people have already started using the new reading nook. Well done, everyone!
2. The only capital request that we'll submit for FY26 is to replace the storefront at Millers with a regular facade with large windows and an accessible, automatic door.
3. Demolition of the Carnegie basement was completed at the beginning of this week. Unfortunately, active mold was found on the front, Seventh St side of the building and the 2"X3" framing is rotting in some places. Water is infiltrating from masonry that needs repointing and repair.

Building Inspector, Bill Ketchen, determined that the sill plates need to be replaced with pressure-treated wood, but that we do not need to replace all the framing. Our contractor provided us with estimates for both repairing and replacing the existing framing, which came in rather high. The building committee will determine whether we repair or replace the framing on Monday. The project included around \$7,000 for contingency. We will probably need around \$6,000 more to complete that work.

As for the masonry, we'll get a quote soon and will ask the DPW to patch the crack where water is seeping in in the meantime. Depending on the cost of the repointing, we will either ask for funds at the special town meeting in February or we'll have to think about using other sources to cover it.

4. I'm sad to say that we'll be losing three MPL staff members this month. Fallon (the Carnegie's Saturday library assistant) is going to leave their Saturday post to focus on school, Marcel (one of our substitutes) is taking an exciting new position at the Director of Research Policy and Scholarship at the Association of Research Libraries, and Grae (our children's programming assistant) is going to start a new role at an after-school program.

I plan to post the Saturday position and two substitute roles next week. Angela and I agreed to hold off on posting the children's programming assistant for now to strategize about how that position could be most effective. We'll change how much time the person in that role spends on different things but won't change the actual job description.

5. The libraries were awarded a \$9,500 grant from the National Library of Medicine for a Nook Huddle, which will allow patrons to meet with social service consultants and to participate

in telehealth visits in a private space. The Huddle will be placed at the back of the Millers Branch and will be installed in February.

6. I presented to the Selectboard at the beginning of the month to advocate for additional positions at the Carnegie. One is an Adult Services Coordinator, who would oversee library technology and technology programming, providing reference and research assistance to patrons, administer the inter-library loan program, and assist with adult programming and outreach. The other position is a library assistant/technician position who would add books to the collection, help with collection maintenance, and work on the circulation desk. I would like these positions to be implemented for FY26 but am prioritizing increasing current staff wages.
7. The state has decided to not award library construction grants until after the new year, due to some zoning compliance issues with towns located closer to Boston. The only impact for us is that, if awarded, our timeline for the design process will be truncated.