

When: 6:00p, Monday, November 25, 2024 / Where: Zoom

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

6:03 Call to order

Minutes from 10/28/24 approved

6:04 Director's report —

- Discussion of home-bound delivery, demanding patron, Friends' role.
- WQ: ADA line, \$10k for "all repairs/upgrades" -- is that everything that was on the survey? CK: yes, simple hardware like grab bars &c. We still have \$4500 in general repair/maint line, plenty of cushion. Sent out list to Strategic Planning cmte, will forward to everyone.

6:25 Strategic Planning — no quorum to meet last week. Had planned to go over FY26 Action Plan. [see below]

6:26 Building —

- Just met, got progress update on MF and Carnegie basement (in CK's report).
- Also talked about building steering cmte: we have 4 community members + 3 bldg cmte members who are interested, planning an intro mtg in mid-January. Don't want to put in a lot of time before we find out whether we're funded. Target number 7–9, which may or may not include CK and Walter/Chris.
- Review of who's in so far. Still interested in entertaining suggestions of other possible cmte members.

6:31 Personnel —

- New staff assessment process launching in January.
- CK performance review highlights; will all be signed and shared later.

6:34 Budget — nothing to report

6:34 Secretary —

- Voted to approve editing of approved minutes for 3/2024 to note DD's resignation.
- In future, will note attachments to the approved minutes.

6:36 Friends — nothing to report. No book sales during basement construction.

6:36 Discussion: FY26 Action Plan

- CK: For duration of 5-year strategic plan, state requires we submit an Action Plan each year. Hard to write this without knowing whether we're about to be running a huge building campaign. If we don't get the grant, will focus instead on digitization project for local history collection.
- TP: how do you anticipate a possible bldg project will impact regular library services? CK: less about programming than about grant-writing time. Pretty much wrapped up with ALA accessibility grant, not planning to write other grants for 2–3 years while we go through this process.
- Action Plan approved unanimously.

6:44 Discussion: FY26 Budget and budget narrative

- Discussions of misc text updates. Consultants, usage of privacy pod, new f/t hire for adult services.
- May have to increase line item for books by ~\$1k to be in compliance with the state.

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November Minutes

- Unanimous approval of budget and budget narrative, with the caveat that the books line represent the correct percentage guidelines for receipt of state aid.

7:17 Discussion: Saturdays before holidays

7:21 Items not anticipated —

- CK: Excited we have so many great candidates. Had 4 interviews today, any one of them would be fine, 2 really stood out. Calling refs on Wed.

7:22 Upcoming meetings:

- Personnel — Mon 12/16/24, 6p, Zoom
- Building — Mon 1/13/25, 5p, Zoom
- Full Board — Mon 1/27/25, 6p, Zoom

7:25 Adjourn

Documents reviewed: Director's report, FY26 Action plan, FY26 Budget spreadsheet draft, FY26 Budget narrative, ADA upgrades by FY

Respectfully submitted,

lydia ievins :.: Secretary :.: Montague Public Libraries Trustees