

When: 6:00p, Monday, January 27, 2025 / Where: Zoom

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

6:03 Call to order

Minutes from 11/25/24 approved

6:07 Director's report —

- Bldg next steps: hopefully Selectboard is approving Steering Cmte folks tonight. First task = hire Owners Project Manager (RFQ mid-Feb), then OPM helps us hire architect. Then hopefully move quickly to narrow down options for build/renovate/relocate. Public feedback, cost analysis. Figure out plan, finalize design, submit to state by 12/2025. State then approves project, says how much they'll fund. Should be ~\$7m. Ballot initiative at Town Meeting 5/2026. Passes by 2/3 majority, gets put on (special?) ballot, needs simple majority.
- Trustees' role? Inform people about the project and why it's necessary. Also recruit more people to Friends, who can do a GOTV campaign and fundraise. Talk about it as much as possible.
- PA: at Grand Trunk Hotel event recently, the room was packed, really interesting mtg. CK: if we do build new, we are required by EDIC (overseer of that land) to make it look like the surrounding bldgs — brick facade, a little old-timey like the bldgs around it. WQ: conceptual art showing potential med practice to be based on GTH design: <https://montaguereporter.org/wp-content/uploads/2019/10/October-17-2019.pdf>
- WQ: pipe freezing? TP: probably vent plus pipe insulation will be sufficient. We could consider putting in heat tape, a sensor. Faucet-dripping does work.
- MV: moved back downstairs? CK: yes, it's been great. Lots of files to go through. Prioritizing local history collection, try to get it up and open to public by mid-Feb. Working on writing guidelines, training staff.

6:29 Strategic Planning — nothing to report

6:29 Building —

- Submitted a warrant article for MF storefront (replace with regular door and windows) for \$39k. We separated out the one for replacing MF ceiling tiles — more expensive than we thought bc current ones have insulation, figured we should know more about the roof/ceiling insulation situation before we proceed. Last thing that needs to be done for this bldg for a while. TP: maybe wait for special town meeting in fall. CK: will get in touch with Chris.
- We did have some discussion re: roles of Bldg Cmte and Bldg Steering Cmte. The Bldg Cmte will continue to deal with maintenance, though not a lot of the horizon. Steering Cmte is separate, a town cmte. There was some fuzziness about roles/responsibilities, do need to be aware.

6:42 Personnel — we signed CK's eval. She made some hires, per her report.

- CK: did talk to Finance Smt and Selectboard re: new staff member. They wanted me to demonstrate that some of our smaller positions will go away, was able to show that. Don't know how they'll vote. Still unclear whether we'll get pay increases for the lib assistants.
- PA: how are the new people working out? CK: great! lots of people sick during holiday season, subs got lots of practice.

6:49 Budget —

- CK: reported budget to Finance Cmte. Did add add'l book funds, as req'd by the state.

## Montague Public Libraries Trustees

## January Minutes

- Depending on hiring and whether we get the new position, our personnel cost may change.

6:52 Secretary — pending bldg updates for website/s

6:53 Friends —

- They helped paint bookcases and stairs last month.
- Have also paid to add an outlet to basement in MF for another freezer.
- Jake reports that we're still getting a ton of compliments on the MF renovations.

6:57 Discussion: upcoming elections

- MM is not re-upping at the end of her term this year. She suggests maybe we should look for someone from TF? NC also not running again. (WQ is.)
- What kind of skills are we looking for? Do we want to run a newspaper ad? -> yes.

7:10 Discussion: bylaws and term limits

- TP: as we move into this bldg process, having somebody with experience as Chair is going to be important. Would like to remove the restriction (Article VII item 3) on how many consecutive years someone can be elected to an office. Nothing to prevent us from changing it back in 3 years.
- Procedure says we read this proposed change again next meeting, then on the 3rd consecutive meeting we need a 2/3 vote.
- ARTICLE VII — Election of Officers  
~~3. The Chair shall serve no more than two consecutive years. Vice Chair and Secretary shall serve no more than three consecutive years in the same office.~~
- In the absence of a chair and vice chair, the other officer can serve as chair.

7:21? Items not anticipated —

- Museum collection — CK: people always ask about this, don't want them running upstairs. Thinking of getting one or two countertop display cases with locks. Unanimous vote to approve up to \$400 expenditure.
- Immigrant population — LI: support for immigrant population? CK: town has not said anything. As a public space, we can't prevent ICE officers from entering. Don't think we specifically have a policy about privacy, but we probably should. We typically direct people to Heartwings (f.k.a. Montague Catholic Social Ministries). Great for us to put together a list.

7:39 Upcoming meetings:

- Full Board — Mon 2/24/25, 6p, Zoom

7:42 Adjourn

Documents reviewed: Director's report

Respectfully submitted,

lydia ievins ∴ Secretary ∴ Montague Public Libraries Trustees