

When: 5:30p, Monday, April 28, 2025 / Where: Senior Center

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

5:33 Call to order (on front steps)

Public comments — nope

Minutes from 3/24/25 approved

(5:36 move inside)

5:41 Director's report —

- Bat update — talked w Walter, requesting more funding for remediation. Four incidents in three months.
- Green house — assessed for \$290k, owner wants to get what he's put into it.
- Nook — not soundproof at all. CK will contact the vendor.
- Millers — WQ: Jake's patron feedback was heartwarming.
- Food pantry — we will continue having food, will be enough to tide people over.
- Website — on target to go live 5/7.
- Millers circ desk — TP will reach out to Sam French again.

6:14 Strategic Planning — nope

6:15 Building — nope

6:15 LBSC —

- Selectboard signed contract, we met with Steve & Adam from Downes. They've come up with a schedule.
- We're submitting an RFQ for designer/architect, to be posted this week. Optional walk-through with interested design firms on 5/19. Final proposals due 6/2.
- Who is making decision about which way we go (reno vs new construction)? First LBSC vote on what they recommend, then joint meeting for presentation and deliberation (Trustees invited to LBSC mtg), then Trustees are the approving body (LBSC invited to present). Then it goes to Selectboard.

6:27 Personnel — [discussion items below]

6:27 Budget — nope

6:28 Secretary —

- Minutes law: don't need to post attachments, just list them.
- Bylaws again, proposed addition underlined.
- ARTICLE VI — Meetings, Regular and Special  
3. A quorum is necessary for the Board to conduct business. A quorum shall consist of a simple majority of the nine members of the Board. For committee meetings, a quorum shall consist of 50% of the committee membership.
- [Procedure = we read at 3 consecutive meetings (this is #1), then need 2/3 vote.]

6:34 Friends — travel mugs with new logo will be for available at next book sale, price \$20 (cost \$9).

6:37 Discussion: Community Relations Coordinator

## Montague Public Libraries Trustees

## April Minutes

- New branding rules have been hard for staff, add'l burden. New role will do all the posting. 13.5 hrs/week, consistent week to week. We keep hearing from community that they don't know what we do. Creative local person. Add'l 50 hrs/year for large events, festivals, events at Unity Park.

### 6:46 Discussion: Management support stipend

- Just realigning the duties where they make the most sense. Elena taking on the stipend, also working with lib technology. Ideally she'll end up as adult svcs coordinator.
- These two positions unanimously approved as described. Next they go to the Selectboard for next week's agenda.

### 6:50 Discussion: Community building survey

- If we survey people, they may get the impression they'll be able to vote on something. Wait until we have an architect, gather more info.
- Also just found that Carnegie walls are asbestos, study from 1988. Would have to abate if doing reno.

### 6:58 Discussion: Meeting room policy

#### Discussion: Study room policy

- Both spaces bookable online (or in person, or by phone).
- All events must be open to public? Yes, easiest path for us, because anyone using library spaces for private uses would have to get liability insurance. Attendance subject to same rules as existing programs: if specifically for children, could ask any others to leave.
- Both policies approved unanimously.

### 7:09 Discussion: Ad hoc Marketing committee

- CK has arranged to write a regular column for the Montague Reporter.
- CK will email Trustees + LBSC + Friends, invitation to meet with Community Relations person from Downes, next Mon 1p at Carnegie.

### 7:23 Discussion: Trustee recruitment

### 7:26 Items not anticipated — nope

### 7:27 Upcoming meetings:

- Full Board — Tue, 5/27/25, 5:30p at Senior Center

### 7:30 Adjourn

Documents reviewed: Director's report, Youth services highlights, Community Relations Coordinator position draft, Management stipend description, Community survey draft, Meeting room policy draft, Study room policy draft

Respectfully submitted,

lydia ievins ∴ Secretary ∴ Montague Public Libraries Trustees