

MONTAGUE PUBLIC LIBRARY TRUSTEES MEETING

November 21, 2016, Carnegie Memorial Library

In Attendance: Trustees: Alice Armen, David Harmon, Amanda Traynor, Robert Traynor, Steve Winters; Library Director, Linda Hickman.

Absent: Sharon Cottrell, Nancy Crowell, Karen Latka, Karen Schweitzer

Meeting called to order at 6:54 PM by Steve Winters, Chair

Minutes from the October 24th meeting were approved through a motion made by David Harmon and seconded by Alice Armen.

Director's Report:

- Our new custodian resigned. Mark Nelson has come in and is doing the job in the meantime. The position will be advertised.
- The new Town Administrator, Steve Ellis, has been hired.
- A Fairy Party was held on 11/19 with 55 people in attendance, including one staffer and one teen volunteer. We are in need of volunteers especially for Saturday programs and book sales.
- A gingerbread house decorating event is scheduled for 10:30 AM on Saturday, December 17th. Over 100 are expected to attend.
- Circulation was down system wide by 9% in October. Millers Falls was down 21% (and 43% in video/DVD circulation) however children's book circulation in Millers Falls is up 60%. Carnegie circulation is down 9% overall, with adult books down 5%. By contrast Montague Center is up 6%, with adult books up 15%.

Fundraising: Nothing to report.

Corresponding Secretary: Nothing to report.

Friends of the Library:

- The next book sale is a bag sale on December 3rd, from 10 AM -1:45 PM.
- The next Friends' meeting is on January 9th at 5:30. There will be no December meeting.

Old Business:

- The Director's evaluation has not yet been scheduled by the Personnel Subcommittee. The evaluation form has been approved by the Trustees.

Budget:

- Linda is holding off on the *new* budget, waiting on information from Town Hall.
- The Budget will be on the December meeting agenda.

- Contractor estimates are needed for the basement remediation work.
- Copies of the first quarter budget distributed to Trustees. The first quarter book budget was exceeded which will be offset *by* a much smaller December book order.
- Two small expendable trust funds (the E. Stoughton and F. Starbuck funds, totaling just over \$250.00) no longer generate useful interest. The town accountant has suggested looking into appropriate ways to spend the remaining funds.

Building:

- Linda got a low estimate of \$15,000.00 as well as 2 additional higher estimates for Montague Center roof repair. The work will be done next year.
- The roofing work at the Carnegie is to be done after Thanksgiving.

Grants: No new information

New Business: None.

Public Relations: Linda spoke at Frank Abbondanzio's Retirement party.

Next Meeting: Scheduled for Monday, December 12, at 6:00 PM

Motion to adjourn was made at 7:40 by Robert Traynor, seconded by Steve Winters.

Documents reviewed:

FY17 First Quarter budget

Respectfully submitted,
Robert Traynor