

**Montague Public Library Trustees Meeting,
6:30 P.M. January 30, 2017 Millers Falls Library**

In attendance: Trustees: David Harmon, Steve Winters , Nancy Crowell, Sharon Cottrell, Amanda Traynor, Alice Armen, Karen Schweitzer. Library Director: Linda Hickman

Absent: Robert Traynor, Karen Latka,

Meeting called to order at 6:34 by Chair Steve Winters

Minutes from the October meeting were approved as amended through a motion by David Harmon and seconded by Sharon Cottrell.

Corresponding Secretary's Report:

- **Changes to the agenda format:** According to open meeting law the agenda will be reflective of the topics covered at the meeting. To insure that the public has knowledge of all potential discussions, specific discussion topics should be listed on the posted agenda. The Directors Report, Old and New business will no longer be on the agenda as they are not specific topics. Trustees should contact the corresponding secretary with agenda items to be discussed at the monthly meeting. The agenda will be posted at least 48 hours before the meeting.
- **E-mail:** Linda notified the Trustees that the town is considering setting up town e-mail accounts for all board members to facilitate access if ever needed. Linda reminded Trustees that e-mail cannot be used for discussions between Trustees.
- **Accessible meeting location:** The Trustees meeting location must be accessible to the public as required by the Open Meeting Law. Due to lack of accessible space at the Carnegie Library the Trustees will meet February 28 at the Montague Center Library; March 28 at the Montague Safety Complex meeting room; and April 24 at the Millers Falls library.

Finances:

Fundraising: The Friends Book sale raised a gross amount of \$109.00 at the January sale. Due to advertising expenses the net amount was \$54.00. The Friends will conduct a survey of those attending the February sale asking how people find out about the monthly book sales to determine if the money spent on advertising is worthwhile.

A library volunteer is raising additional funds listing/selling used books on Amazon.

Budget: Linda met with the Finance committee and Select board to discuss the Fiscal 2018 budget. The Committee had no objections to the budget. In discussing capital improvements Linda cited the need for an overall assessment of all three of the library buildings as there are multiple projects needing attention. She has already consulted with the architect Richard Smith who quoted an assessment cost of \$35,000-\$40,000. The most pressing improvement discussed was the need for a new ventilation system at a cost of approx. \$4500.00. Linda will apply for ventilation system funds of \$4500 at the next town meeting. The Capitol Improvement committee will meet at the library for their next meeting and tour the facility.

Grants:

An energy efficiency grant could cover the cost of the ventilation system as well as mini splits for heating the basement and 2nd floor of the Carnegie. This grant would be applied for in March with notice of award in July.

Linda will consult the Architect Richard Smith to see if elevator plans would be included in any assessment of the Carnegie building. Several grants are possible sources for elevator funds.

Building Maintenance Issues- Estimates for work on the roof ledge are estimated to be \$19,000. Whether repair of the rotting wood trim is included in that price has not yet determined. Linda is contacting the roofer for his opinion on whether the need for repair is immediate.

Programming- Saturday February 4th will be busy as there is scheduled a child valentine party, an adult valentine card making event (cards to go to seniors through Meals on Wheels) as well as the monthly Friends Book Sale. Trustees asked that a review of the numbers for attendance at children's programs be an agenda item for next month.

Ongoing adult programs: Monthly genealogy club and adult coloring group. A non-fiction book discussion is planned for March for the book *Spark Joy*.

Personnel: Linda reported that the library staff meeting was well received by staff. Some discussion on whether staff meetings will be held 2 or 4 times a year. Difficulty in scheduling is the main problem for less frequent meetings.

The Library Director evaluation is scheduled for February 13th 4:00p.m. at the Millers Falls Library.

Special Services- Nothing to report

Public Relations- Nothing to report

Items not anticipated- Karen Schwietzer tendered her resignation from the board of trustees citing difficulty getting to meetings due to schedule conflicts. Karen has been a Trustee for over 20 years. Additionally Alice Armen and Steve Winters announced they would not be running for re-election when their terms run out in May.

Next Meeting Date: February 28, 2017 – Montague Center Library

Motion to adjourn was made by Sharon Cottrell and seconded by Amanda Traynor, meeting adjourned at 7:40.

Documents reviewed:

Minutes of Employee staff meeting

Conflict of Interest Law summary

Building Assessment Study –projected fees

Submitted by Nancy Crowell