

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING MINUTES

Date: **Monday, July 24th**
Time: 6:30 P.M
Place: Montague Senior Center
62 Fifth St.
Turners Falls, MA. 01376

Attendance: Nancy Crowell, Sharon Cottrell, Karen Latka, David Harmon, Joe Kopera, David Harmon, Gretchen Wetherby, Vicki Valley
Library Director: Linda Hickman
Absent: Amanda Traynor, Robert Traynor

6:31 - Call to Order: 6:31 – Nancy Crowell

6:32 - Minutes - Reading and Approval of minutes of 5/22/2017
Revisions
Discussion of Documents to Attach
G. Wetherby moved to approve, Seconded by S. Cottrell
Vote – Unanimous with abstention by D. Harmon

6:45 - Corresponding Secretary's Report (Presented by Linda Hickman)
Electronic posting of minutes
Need to meet Open Meeting Requirements
New Town Website being created by Mik Muller
Linda Hickman, Angela Rovatti-Leonard and Vicki Valley will have training on the new website by Mr. Muller. L. Hickman will make appointment in the next 30 days.
Plan is to upload last 4 years of minutes and agendas. D. Harmon will scan those documents not available digitally. We will begin with current and add the rest as they become available.

6:53 Finances

- a. Fundraising
Donation has been given by Elaine Cutbert for exclusive use at Montague Center Library
Discussion of formal acceptance of gift and what we need to do legally. L. Hickman will address with town lawyer.
Some ideas presented for possible use of funds: bookcases, building sign, lighting for the front of the building (sensor and timer), mold amelioration.
Special Services Committee (once formed) needs to meet as this falls under their purview.

June Book sale brought in a little over \$400 and July Book sale just over \$100

7:06 b. Budget

Next month L. Hickman will report on the end of fiscal year

7:07 c. Grants

- A. Rovatti-Leonard is wrapping up the Stem Grant
Two programs on Bees provided by the Montague Cultural Council
Greening Communities Grant – Walter Ramsey (town planner) – provided for some funding for the upgrade of the HVAC system – they came last week to do an evaluation.
Grants

7:15 Programming

Tuesday, July 25th at the Senior Center – Ed Gregory will present a presentation “Come Fly With Us” at 6:30 after the Annual Friends Meeting at 6:00. Light refreshments will be served.

Puppet show in the park the end of July – always well attended.

7:18 Personnel

Staff member retirement – Mary Ann

After 21 years of service – a short retirement celebration will be held her last shift

This does create a \$5900 shortfall to pay sick days and vacation – to be addressed at special town meeting in the fall.

Job is posted internally (town wide)

Discussion of replacement

Discussion of the need for a substitute when others are out – referred to personnel subcommittee

Performance evaluations update – L. Hickman

7:35 Building and Maintenance

Montague Center roof repair may begin this week, Reid Roofing

L. Hickman and S. Ellis will soon get together to start process to hire architectural engineer to assess the needs of the libraries and establish a priority list.

Capital improvements study by FRCOG

Came in last week – Recognition that town buildings across the state are in need of substantial repair – Report to come out in the next month - Will not include any deferred maintenance.

L. Hickman pointed out many of the capital needs at the Carnegie.

Energy conservation study

7:45 Special Services

By-Laws – Second Reading

Suggestion that By-Laws be read annually after the election of new trustees

Line being added to the By-Laws “The board shall review the By-Laws annually at the 1st board meeting after the election of new trustees.” To be put into Article V.

Motion made by K. Latka, Seconded by J. Kopera

Unanimous

Discussion of how to address Public Participation should the need ever arise.

Article 2 – D. Harmon made a motion to move the Preamble to the Purpose

K. Latka Seconded

Unanimous

Elections (p4) D. Harmon made a motion to remove first line in second paragraph.

G. Wetherby Seconded – Unanimous

Article V, #7 – K. Latka made a motion to add words in Bold

D. Harmon Seconded – Unanimous

Article V, #9 – G. Wetherby made a motion to remove words in Bold
S. Cottrell Seconded – Unanimous

Article VII – already voted

Article VIII, #3 V. Valley made a motion to remove .
K. Latka Seconded – Unanimous

Article VIII, Under Vice-Chairperson, #4
D. Harmon made a motion to remove
K. Latka Seconded – Unanimous

Article XI – In the opening paragraph
D. Harmon made a motion to change remove the nominating committee and add Building and
Maintenance
G. Wetherby Seconded – Unanimous

Article XI, Under Special Services, e – S. Cottrell moved to remove “on a regular basis” and add
“as needed”
J. Kopera Seconded – Unanimous

Article XI, J. Kopera moved to change the name of Maintenance Committee to Building and
Maintenance in title and line 1.
K. Latka seconded – Unanimous

8:30 Public Relations – Nothing

8:30 Delivery canceled to branch libraries abruptly by MLS

MLS was leveled funded – so they cut out Saturday deliveries and on July 18th, no deliveries to
Montague Center and Millers Falls libraries

An increase of \$1700 for the current fiscal year is anticipated and will be paid for from State Aid and put
into the budget next year.

CWMars membership fees have also increased and the increase will be paid from State Aid for this year.

8:45 Items not anticipated within 48 hours of meeting. – None

8:45 Next Meeting Date: Monday, August 28th 6:30 at the Millers Falls Library

Monday, September 25th 6:30 at the Montague Center Library

Monday, October 23rd 6:30 at the Montague Senior Center in Turners Falls

8:50 Motion made by J. Kopaera to adjourn, Seconded by K. Latka - Unanimous

Vicki Valley
Corresponding Secretary
Montague Board of Library Trustees

Approved 8/28/17