

MONTAGUE PUBLIC LIBRARIES TRUSTEES MEETING

Date: Monday November 20th, 2017

Time: 6:30 P.M.

Place: Council on Aging
62 Fifth St., Turners Falls, MA, 01351

Attendance: Nancy Crowell, Karen Latka, David Harmon, Joe Kopera, Amanda Traynor, Robert Traynor, Vicki Valley & trustee nomination Jeri Moran
Montague Library Director: Linda Hickman
Absent: Gretchen Wetherby

6:34 – Call to Order by Vice-President Amanda Traynor

6:35 - Minutes - Reading of minutes from 10/23/2017

Robert Traynor moved to approve, 2nd by Joe Kopera, unanimous pass

6:43 - Corresponding Secretary's Report

Handouts for the evening

Copy of letter of resignation from Sharon Cottrell

6:44 - Finances

a. Grants – Nothing at this time

b. State Aid annual award - 1st estimated ½ of year has been received \$6,947.43 (\$1,819 of this because of non-resident usage).

c. Donations - \$200 from Peter Atwood – says great service and keep up the good work

d. Next year's budget- Linda Hickman will try to get dates from Steve Ellis - Budget Committee can meet in December and then meeting of all Trustees to vote.

Budget Sub-committee will meet December 13 at Montague Center at 6:00 (This might change)

6:55 – Introductions around the table with Jeri Moran (applicant to fill seat vacated by Sharon Cottrell)

6:56 - Programming updates

Program attendance is up: Average of 40 – 50 people (sometimes as many as 70) at Music and Movement, Young adult group (Yackers) about 11 kids each time – helping with events, Magical Woodland had 65 people attending to make fairy houses, Halloween at Montague Center had about 600 people, few at Millers Falls – but competing events in Erving and Turners Falls, 87 in attendance at the Carnegie Halloween Party. Home School Science has 2 to 4 families in attendance.

Later in the winter Angela Rovatti-Leonard will be working with the Discovery Center on a mutual event.

Card making at the Carnegie on Dec. 9th at 2:00; Valentine card making in Feb. (with Mary Melonis)

7:07 - Personnel:

a. Revisions of staff policy on use of communication devices – Robert Traynor moved to approve, 2nd by Amanda Traynor, unanimous pass

b. Discuss staffing levels - Need to include additional staff as a “Floater” – under 20 hours a week
Coverage for staff vacations, sick days, etc. Too short staffed when people are out – many projects that need to be done that have been shelved.

7:22 - Building and Maintenance

- a. Status of architect search – Not yet
- b. Roof updates- Carnegie final bill \$8,295 (\$30,000 budgeted, Special Town Meeting to finish needs on roof at Montague Center Library)
- c. Town Safety Committee – nothing new
- d. Building and Maintenance need a meeting to bring forward any items that need to go before Town Boards – Linda will check with Steve Ellis and town accountant as to dates before a date can be set.

7:10 - Special Services

By-law revisions – Robert Traynor moved to approve, 2nd by Joe Kopera, unanimous pass

7:22 - Friends Update

Book sales – October sale \$127; Dec. 2nd is next sale

Help with obtaining surplus library furniture – Linda thanked Gretchen Wetherby and Don and Vicki Valley for helping to bring furniture from Hopkinton Library to Millers Falls and Carnegie Libraries.

7:45 - New Town Website Launched last week

Link to Library Website

Training to happen with Linda Hickman and Vicki Valley

7:50 - Interim Trustee Applications and Recommendation for Appointment

David Harmon moved to accept recommendation of Jeri Moran, 2nd by Robert Traynor, unanimous pass – will be moved to Selectmen for approval

7:52 – Circulation

Montague Center is up 30.74% over last year

Miller Falls is down 13% (mostly in DVD usage)

Carnegie is down 10% (audio books down 32%, Books up 3.4%) Kids books down – Space is a big issue in presenting new books in the kids room (and elsewhere for that matter)

8:07 - Public Relations

Millers Falls night December 14th from 3-7pm – Take advantage of event to showcase library

Recorder no longer doing Montague Library Notebook

8:10 - Items not anticipated within 48 hours of meeting.

Need a new copy machine at the Carnegie – Linda Hickman will handle

8:15 - Next Meeting Date – on hold until we know budget information

Adjourn – Amanda Traynor moved, 2nd by Karen Latka, unanimous pass

Vicki Valley

Corresponding Secretary

Montague Board of Library Trustees