

# Montague Public Libraries Trustees

## August Minutes

Date: Monday, August 30, 2021

Time: 6:30pm

Place: Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

Attendees: Polly Billiel, Nancy Crowell, David Harmon, Lydia Ievins, Karen Latka, Margot Malachowski, Tricia Perham, Liz Swihart, Gretchen Wetherby

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

6:31 Call to order.

6:33 Minutes from 7/26/2021—approved as amended.

6:34 Corresponding Secretary's Report—Margot contacted Executive Assistant Wendy Bogusz to update the Library Trustees on the Town Committee page (<https://www.montague-ma.gov/g/66/Library-Trustees>). Margot will add Tricia's email to the Trustees gmail account so that email will be forwarded to both the Chair and the Corresponding Secretary.

6:36 Personnel—Linda reported that Open Meeting Law prohibits offering candidates dinner after the interview. This differs from interview procedures in previous years. The Search Committee identified several candidates for second interviews for Library Director. After a lengthy discussion, the Library Board agreed on three candidates: Caitlin Kelley, Kristi Chadwick, and Amy Wisehart.

We reviewed and made edits to the second interview questions. These are the interview questions:

1. What attracted you to apply for the Library Director position in Montague, specifically?
2. What experiences do you have in preparing and presenting a departmental budget?
3. If you are overseeing a limited budget, how would you determine priorities?
4. Tell us about a time when there was staff conflict with a patron. How did you manage that? What was the resolution?
5. Imagine you have a staff person who is habitually late or who was inappropriate with a patron. How would you handle that?
6. Scenario: The line is very long at the circulation desk, the phone is ringing, you are working on bills and payroll with a deadline, and you are short staffed. How would you deal with this situation?

We discussed the tour of the libraries. Nancy will attend all tours. Gretchen and Tricia are available for the Tuesday tours. Karen is available for the Thursday tours. The Trustees agreed to offer mileage reimbursement for all second interviewees. This will come out of the Library's travel budget line. Nancy and Margot will contact the candidates with updated information.

7:34 Buildings and Maintenance—Linda distributed the Whetstone Engineering report on the Montague Center Library. At the next Trustees meeting, we will discuss this report along with

the Property Condition Assessments of all three libraries. Reports are available on the Trustees web page, under Library Trustees Files (<https://www.montague-ma.gov/g/66/Library-Trustees> ).

The metal weather-stripping on the front door to the Carnegie Library was removed. The door was sticking so badly that patrons thought the library was closed. Library staff placed signage up stating that the library was open. Trustee Lydia Ievins confirmed that the door was badly stuck.

- 7:53 Public Relations—Linda was interviewed twice by the Greenfield Recorder. The first story was about her impending retirement (<https://www.recorder.com/Montague-Public-Libraries-Director-Linda-Hickman-retiring-in-September-41584800> ). The second story was about the historical preservation grant (<https://www.recorder.com/Historic-materials-conservator-to-offer-archival-advice-to-five-Montague-facilities-41992126> ). Both articles were well done.
- 7:59 Programming Update—Angela and Meghan enjoyed connecting with families during the summer programs. They gave a Zoom presentation to the schools to introduce the Summer Reading Program. Families were eager to get back into the libraries to browse for books and sign up for the Summer Reading Program. Twenty children signed up for online reading logs, and thirty-two children signed up for in-person reading logs. The Summer Reading Kick-Off Magic Show was held outdoors and attracted 52 attendees. Also popular were these outdoor programs: No Strings Marionettes Puppet Show, Bilingual StoryWalks, collaborations with the CFCE and Great Falls Farmers Market, Story Time, Music and Movement, and Sidewalk Safari. Mystery bags were popular. Families are anxious about indoor programs, and virtual programming doesn't feel the same as in-person. Angela and Meghan plan on doing virtual programming as the weather gets colder and are open to considering safe indoor options.
- 8:12 Grant Update—Samantha Couture looked at the historic collections at the Montague Historical Society, Town Hall, and all three libraries. The consultant she made suggestions for storage, and library staff purchased storage materials and began processing library collections.
- 8:19 FY21 Annual Report Information Survey (ARIS)—Linda distributed electronic and paper copies of the ARIS report. Ultimately, the statistics show that curbside services worked for adults who were comfortable ordering books online. DVD circulation went down, which may be due partially to the popularity of streaming services during the pandemic. Total circulation for youth materials went down. Serving people who are not tech savvy is the biggest challenge of the pandemic.
- 8:27 Upcoming Meetings, to be held at Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376:
- Trustees Meeting for Second Interview, tentative  
Tue, Sep 7, 2021 at 5:30pm
- Trustees Meeting for Second Interview  
Thu, Sep 9, 2021 at 5:30pm
- Trustees Meeting for Second Interview  
Tue, Sep 14, 2021 at 5:30pm

Trustees Meeting for Second Interview, tentative  
Mon, Sep 16, 2021 at 5:30pm

Search Committee Meeting  
Thu, Sep 23, 2021 at 6:00pm

Monthly Trustees Meeting  
Thu, Sep 23, 2021 at 6:30pm

8:33 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees