**MONTAGUE PUBLIC LIBRARIES**

**TRUSTEES MEETING MINUTES**

 **Date: Monday June 24, 2019**

 **Time: 6:30 P.M.**

 **Place: Council on Aging, 62 5th St., Turners Falls, MA, 01376**

**Attendance:** Nancy Crowell, David Harmon, Karen Latka, Tricia Perham, Gretchen Wetherby, Susan Yarmac, Margot Malachowski, Vicki Valley

**Montague Library Director**: Linda Hickman

**Absent:** James Martineau

**6:36** Call to order

Election of Officers

David Harmon nominated a ticket of Gretchen Wetherby for Chair, Tricia Perham for Vice-Chair and Vicki Valley for Secretary

2nd by Karen Latka Unanimous

Sub-Committees: New Members will examine committee descriptions in By-Laws and make decisions by the next meeting.

**6:44** Corresponding Secretary’s Report - none

**6:45** Minutes - Reading and Approval of minutes from 5/20/2019

 Move to accept as read Nancy Crowell, 2nd by Gretchen Wetherby

 Abstain by Karen Latka and Vicki Valley as they were absent at the meeting

**6:47** Personnel

 Many applications for Part time position – Stephen Orloske hired for 21 hours per week

 Begins work 6-25-19

 Staff has created a training check list for new hires – still in the draft stage

**6:50** Building and Maintenance

 Capital Improvement Plan Linda Hickman submitted to Steve Ellis – emphasized most pressing needs.

 New Book Drop has been ordered

 Bids for work at Millers Falls are due July 25th between 3:00 – 3:30

 Walk through for bidders will take place July 11th from 9:00 – 10:30

7:00 Special Services

* 1. Survey results reviewed by Trustees – Information will be used for a number of purposes including preparation of next year’s 5 year plan
	2. 5 year plan – Special Services will meet at 5:30 on July 15th

7:15 Friends Update

 Sponsoring Marionette program in July

 Gardens are being enjoyed – good response from the public

7:18 Public Relations – response to the gardens – many comments

7:25 Items not anticipated within 48 hours of meeting. – None

7:25 Next Meeting Dates: all at 6:30 pm

 July 15 at Millers Falls Library

 August 26 at Miller Falls Library

 September 30 at Montague Center Library

 October 28 at Montague Center Library

 Vicki Valley

 Recording Secretary

 Montague Board of Library Trustees