

Accepted
March 2, 2015

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
January 12, 2015

PRESENT: Kenn Basler, Mickey Jervas, Beth Reiter,
Laurie Shaw, Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent - No One

Meeting was called to order - 7:05pm.

MINUTES: The minutes of November 10, 2014 were corrected and accepted by motion made by Laurie and seconded by Beth.

DIRECTOR'S REPORT: We have been notified that State Aid funds for FY15 will total \$979.63. First half payment will be received shortly.

Mark brought up the results of the Building Needs Survey on "the big screen" so we could review them together. To date 157 responses have been recorded. Responses generally coincided with discussions and suggestions made at the forum held in November, with no major surprises. Fifty respondents felt that a new bathroom was mandatory.

Mark and Karen Klopfer, our library consultant, plan to spend the next two months writing our "Library Building Program".

Representatives from the Digital Commonwealth plan to visit the library on January 27th to view materials Monterey would like to have digitalized. The Bidwell House and Historical Society have been invited to join. Barbara Palmer of the Bidwell House is very excited and would like to see many items in possession of the Museum made available on-line to the general US population, including some items that are stored in a safe deposit box.

The Legislative Breakfast to be held at BCC this year; is scheduled for Friday, January 23rd at 8am. With many other meetings and seminars on his schedule, Mark will skip the breakfast this year.

Mark was contacted by Bethany Mielke, Town Treasurer, in her position as a member of the Town Hall Re-organization Committee, which is headed by Selectman Scott Jenssen. Mark was asked about his interaction with Town Hall and any

difficulties he may encounter. He said that most of his contact was with the financial end of Town Hall business and that all acknowledge there have been errors and delays. Hopefully, with both the accountant and treasurer now having more experience, things will run more smoothly. Mark acknowledges that both accountant and treasurer work limited hours, however entries should be made in a timely manner and books should be balanced and up to date at all times. Mark also acknowledged that working with the Administrative Assistant has not always been smooth. His interaction with her mainly concerns changes to the web site which can only be done when Melissa is at work. Therefore changes can not be made between Friday pm and noon Monday when there is much activity at the library; not an acceptable timely manner in today's world. Also the Town site while functional is not friendly. After some discussion on this issue the Trustees agreed that Mark and Lisa would look into the Library hosting our own site. Lisa will also look into the possibility of a LSTA grant.

Where the Internet is concerned, speed is everything. Mark and his staff have been receiving complaints from patrons that speed is lacking and they are currently unable to Skype which was possible with the old DSL internet connection. DLS provided speeds of 3 up and 3 down at a cost of \$40/month. Our CWMars line, which uses Crocker, provides 10/10. The Cornerstone wi-fi lines provide service to the Town Hall, Fire House and Library. The agreement with Cornerstone, for economic reasons, provides Town Hall with 10/10 and the Fire House and Library with 5/5 each. Mark keeps logs on speeds at the library which consistently show in the 4's, not 5; and Cornerstone advises that you need speeds of 6-7 to Skype. In order to increase speeds at the library to 10/10 with Cornerstone it would cost us \$147/month. This is in addition to the \$68/month the Town is already paying. CWMars does provide public wi-fi and Mark will look into the possibility of switching to that service. In the event this is a router issue, Mark will be getting a new router using available State Aid funds.

Mark passed out copies of the Financial Report for the first half of FY15. This was the first year that payroll wages were shown on the Town Meeting Warrant as a separate line item. For various reasons this figure was misrepresented as \$27,000 instead of \$30,000 which is more accurate. Through 12/31/14 we have spent \$16,325 on

payroll, leaving only \$10,675 in that line item. However, there should be money available in the general funds account.

Next on the agenda was discussion of our budget request to be presented to the Finance Committee for the FY16 Annual Town Warrant. Mark put a lot of effort into the variables which he presented to the Trustees. The one item which the Trustees would not allow to be a part of any savings was the increase in Mark's hours to 20/week, up from 18 which was allowed in previous years. Twenty hours more realistically represents the time Mark puts into his work for the library. It was agreed that we would level fund the maintenance budget and by cutting some corners decrease the general funds by \$1,000. Payroll wages need to be increased to \$34,600.

Mickey made a motion, seconded by Laurie; that we present the Finance Committee with a budget of:

\$ 5,460.00 - for maintenance
28,250.00 - for general funds
34,600.00 - for wages - for a total of:

\$68,310.00

The motion was unanimously approved by all.

CHAIRMAN'S REPORT: Lisa had prepared the Library Trustees Report for the Town Annual Report for FY 13. This was reviewed and approved prior to the meeting by Mark and all Trustees and will be submitted to Melissa for inclusion in the Report.

OLD BUSINESS: None

NEW BUSINESS: Laurie advised the Board that as of this May she will have served 25 years as a Trustee and that she plans to resign. While no one wants to see her leave, Mark advised her to speak with the Town Clerk concerning the process. It is preferable that this is done before Town Caucuses so that anyone wishing to run for the position can be on the Ballot.

The meeting was adjourned at 8:55pm by motion made by Laurie and seconded by Kenn.

NEXT MEETINGS: Monday, February 9, 2015 - 7pm

Agenda - Discussion for Town Meeting

Submitted by: Mickey Jervas, Secretary