

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
April 13, 2015

PRESENT: Kenn Basler, Mickey Jervas, Beth Reiter,
Laurie Shaw, Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Friends Representative: Julie Shapiro
Guests: Eileen Clawson, Carol Edelman,
John and Ann Higgins, Gary Shaw and Linda Thorpe

FAREWELL GATHERING IN HONOR OF LAURIE SHAW: Prior to the start of the meeting current and former trustees [with a couple of spouses added in] gathered to honor long time trustee Laurie Shaw who is stepping down at the end of this year after having served 25 years. Laurie was surprised and delighted to see former trustees with whom she had served for many years. Laurie was presented with a gift certificate to Wards Nursery, her favorite shopping grounds. Refreshments and stories were shared and enjoyed by all; after which it was time for business.

Meeting was called to order - 7:38pm.

MINUTES: The minutes of March 2, 2015 were accepted by motion made by Laurie and seconded by Beth.

FRIENDS REPORT: Julie reported that while the Gallery Committee is working hard and well, with shows scheduled well into the future; the rest of the Friends is lacking - friends. They need more bodies. Lisa agreed to write a piece for the Monterey News expressing that need.

Net income from 7/1/14-4/13/15 was \$6,002.54. Currently the Friends have \$22,332.55 in their account most of which is pledged to the Building Planning and Design Grant.

The location of the sculpture by Murray Bodin currently on the lawn between the walkway and the bench was discussed. If this is to be a permanent installation a location with a better site line would be preferred. Limitations include that it not be in the way of the Book Sale. It was agreed that we would have to view this in the daylight.

DIRECTOR'S REPORT: Mark handed out copies of "Trustees Duties and Responsibilities" a policy which was adopted April 10, 2006. Other than Laurie who was on the Board at

that time, none of us had ever seen this document. Mark felt, and all agreed, that all new trustees should receive copies to help them understand the basics of what is expected of each trustee.

Unfortunately the big up tick in circulation in February did not continue into March which only saw a .55% increase over the previous year.

Despite the challenge of snow and ice on the library lawns, the Easter egg hunt was once again a huge success with about 35 kids, and more adults, attending. Our thanks to the Coffee Club for once again supporting this annual event, to the Police Department for helping keep the kids safe and to Kenn Basler who pitched in with the hiding. It was Marya Makuc who came up with a good solution to the slippery conditions - children 6 and under had their hunt inside the library while the older children worked the outside. It worked so well that we plan to use the same format in the future. [NOTE: A special thanks to all the Makuc family who work hard before and during this event to make it all happen, and then serve a big family meal afterwards.]

The planned meeting of the digitalization crew on March 9th once again did not take place. This time it was not weather but a major accident on the turnpike that stopped traffic for most of the day. However, the day was not a total loss. The 13 people from Bidwell House, Historical Society and Linda Thorpe who had gathered for the meeting held their own. There was good interaction with everyone discussing what their collections' consisted of and sharing ideas.

By March 31st the snow had stopped, the traffic cleared and the digital man arrived. Although not everyone was able to attend at least all parties were represented. What was learned: 1. Most of the library's things can be digitalized. 2. They don't do audios and videos - at this time. 3. Scrapbooks are not good candidates they often contain copyrighted items; such as newspaper clippings. 4. Suggested organizing things in separate projects such as pictures, with dates and names; Town Report; Monterey News.

The Historical Society has their collection well organized with all items photographed and they are building a data base. They will work with the digitalization under the

library's membership. The Bidwell House will consult with their board as to whether they will proceed with the library or join separately as they represent not only Monterey but Tyringham as well.

The digitalist suggested joining the Massachusetts SHRAB [State Historical Records Advisory Board] Roving Archivist Program to help organize collections and policies for running an archives. This seemed most appropriate for the Bidwell House.

In answer to a question as to how long the funds for the digitalization will be available, Mark told us that this was a line item on the State budget so that it will probably continue for at least a number of years.

Karen Klopfer was at the library for three hours last week working on the Library Building Program. The goal is to have a draft ready for the trustees to review at May's meeting. With their approval it will then go to Boston for their review before being finalized and submitted.

The MBLC sent forms to be completed for disbursement of funds from the Planning and Design Grant. Request for payment of first and second payments, for FY15 and FY16 respectively were received. Mark and Lisa signed the forms and they will be sent, three copies of each on pink paper, to Lauren Stara, MBLC Library Building Specialist. Mark spoke to Town Treasurer Bethany Mielke about establishing a separate account in which to hold these funds until needed.

In order to equalize the budget Mark asked to spend \$1,000 of available State Aid funds and some from the Abercrombie fund. The trustees agreed to this proposal.

Mark has 3 or 4 performers lined up for the Summer Programs, including 2 magicians. He reminded us that there are only two available Saturday's in July as the 4th is a Saturday and the last Saturday is reserved for the Book Sale.

CHAIRMAN'S REPORT: Lisa received notice from the MBLC that the second portion of our FY15 State Aid in the amount of \$982.69 would be forthcoming.

Lisa brought up a concern about dogs in the library. It seems more dogs are coming in. When we opened the door to

the reading dog program did we open the door for all dogs? Mark will check with our insurance carrier about any liabilities. If we have a policy it must cover all dogs equally, not just large dogs or dogs of certain breeds. A new policy may be in order.

OLD BUSINESS: Mark and Mickey reported on their meeting with members of the Select Board and the Finance Committee on March 9th concerning our budget requests for FY16. They stated that the meeting went fine, our request for increasing Mark's hours were understood. There was concern about the fact that Mark will be eligible for Health Care which he is declining at this time; and Berkshire Retirement which he will be joining and which does require input from the Town. No one could deny that Mark earned these benefits, however some members showed concern about the future.

NEW BUSINESS: None.

The meeting was adjourned at 9:00pm by motion made by Kenn and seconded by Laurie.

NEXT MEETINGS: Monday, May 11, 2015 - 7pm
Agenda - Organization - Elect Chairman and Secretary

Submitted by: Mickey Jervas, Secretary