

Accepted 6/24/14

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
June 9, 2014

PRESENT: Mickey Jervas, Beth Reiter
Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent - Kenn Basler and Laurie Shaw

Meeting was called to order - 7:10pm.

MINUTES: The minutes of May 12, 2014 were accepted by motion made by Beth and seconded by MaryPaul.

DIRECTOR'S CONTRACT: Mickey presented two copies of Mark's contract for FY15 [July 1, 2014 - June 30, 2015]. In addition to the change in his hourly pay rate, the only other change was the addition of his need to subscribe to OBRA if not qualified for Berkshire County Retirement. Those present signed both copies; the balance of the Trustees will sign as soon as they are able.

DIRECTOR'S REPORT: Awarding of the Planning and Design grants have been made public. Of the 28 libraries that applied for the one million dollars available, 20 were awarded grants. Monterey was not one of them. We discussed how we will proceed. We all agreed that we can and we will. Among other areas of discussion, we asked ourselves did we still want or need to have a Building Committee, how much can be done without affecting the grandfathering of the building and where can we get help to direct us. Mark talked about recently retired, long-time WRMLS staff member Mary King and all the help she had been in the past. It was suggested that perhaps we should contact Mary and see if she would be willing and able to meet with the Trustees.

The year end budget figures are very close to balancing with those of the Town Accountant. Mark is working with Brendan and Bethany, the Treasurer, to finalize the report. The Town needs to develop a means for paying vendors who submit multiple invoices, such as Verizon and National Grid, so that the appropriate individual accounts are credited correctly. The vendors are not going to change; the Town needs to make the change.

Saturday summer programs are all set to go.

CHAIRMAN'S REPORT: A chain email from Melissa, the Executive Secretary, was sent to Mark and all Trustees [Mickey received a phone call], asking for a copy of Mark's contract. It was unclear if this request was from Melissa or the Select Board. Lisa will contact Wayne, Chairman of the Select Board, to discuss proper procedures. First, was this a Select Board request and why was it made; second a request should only be made to the Chair of the Trustees who would bring the matter to the Board at the next Trustees meeting, unless it was a matter of urgency in which case the Chair would bring it to our attention immediately.

OLD BUSINESS: Mickey brought up the matter of the Employee Handbook. It was raised at a recent ECAC meeting that Library staff members are the only employees not to have signed and returned the acknowledgement receipt. The Library staff has not done so as the handbook as distributed contains errors. Mickey suggested that they mark the receipt "As amended January 13, 2014". This would acknowledge that they received that copy of the handbook not that they were in agreement with its contents or that it was a final, correct document. Lisa will discuss this matter with Wayne.

NEW BUSINESS: MaryPaul, as a member of the Friends, advised the Trustees that the Friends met to discuss the book sale. Lonnie Solomon agreed to co-chair again with perhaps the help of Will Marsh or Denise Andrus. Myrna Rosen will host the plant sale. Mickey asked about any proposed advertisements. Last year she had made up some bright 8 1/2 by 11 posters which were distributed around Great Barrington and Lee. She suggested adding small roadside signs such as those used by the Park Commission last year for their movie night. The Friends will be holding a meeting to further discuss the sale on Monday, June 30th.

MaryPaul also updated us on the art shows already scheduled for the Knox Gallery. She would also like to write a piece for the Monterey News about the shows and the fact that they support the Library as well as the artist.

Unfortunately the Cultural Council scheduled an event at the Church at the same time as the opening reception for Lenny Weber's show. MaryPaul wondered if there could be a Cultural Events calendar on the Town Web Site to help avoid these conflicts. She agreed to go to the Select Board to discuss this possibility.

The meeting was adjourned at 8:35pm by motion made by Mickey and seconded by Lisa.

NEXT MEETINGS: Tuesday, June 24, 2014 - 7PM

Agenda - Discuss State Planning and Design Grant

Monday, September 8, 2014 - 7:00

Agenda - Review financials & attendance
for year ending 6/30/14
Discuss book sale receipts
Cultural Council grants

Submitted by: Mickey Jervas, Secretary