

Corrected - accepted
July 13, 2020

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
June 8, 2020

PRESENT Via Phone: Shannon Castille, Ann Canning,
Mickey Jervas, John Higgins, Lisa Smyle and
MaryPaul Yates

Library Director: Mark Makuc

Absent: No one

Meeting was called to order 7:15pm.

MINUTES: The minutes of May 11, 2020 were corrected and accepted by motion made by Lisa and seconded by MaryPaul. The minutes of May 22, 2020 were corrected and accepted by motion made by Lisa and seconded by Shannon. A roll call vote was taken for each set of minutes which each received a unanimous affirmative vote.

DIRECTOR'S REPORT: Esther Heffernan, Mark's first hire about 15 years ago, has retired.

Building progress:

The roofers were back and repaired some minor issues. The landscaper came and filled in some areas that had sunk over the winter.

A deck meeting, attended by Aaron, from Allegrone, Tim Widman and Carlo Schneller, from EDM our architects, Mickey and Mark, was held. Prior to the meeting Rocky Greenberg, independent contractor, and Mark marked levels on the deck with a laser level. The deck was examined from the top and from the bottom. It does not appear to have moved since work was done in the fall and the shims installed at that time appear to be holding. Main issue now is that the surface is pitched toward the building. Aaron presented a solution which with a few days work will solve the problem. Once the deck is re-pitched and secured and a few small issues attended to, we will accept the job and pay the remaining balances.

At that time only paperwork will delay final payment of our MBLC grant.

The LEED program, to whose standards construction adhered, requires a no smoking sign be posted. Although no smoking is allowed on municipal properties within the state, Mark felt that the trustees should adapt a comprehensive policy. To that end, after some discussion, the following policy

was proposed "No smoking, vaping, use of any other tobacco product or any other product used for inhalation is permitted in the library or on library grounds."
A motion was made by John and seconded by MaryPaul to adopt this policy. A roll call vote resulted in unanimous approval.

Current budget: Transfers from the maintenance and general expense accounts to the wages account were made with approval of the select board and finance committee.

Curbside delivery: Started on May 26th is still a work in progress. There is some confusion in that CWMARS sometimes assigns the order to a different library and without delivery service being activated that is not possible. But happily it is generally working.

Governor Baker announced on Saturday, June 6th that we would be entering into Phase II, Step 1 on Monday, June 8th. At noon today, 6/8, the MBLC advised us that libraries could now open their doors but no browsing was allowed. Meaning patrons could come in, go directly to the circulation desk and pick up their order. Curbside - inside! Without our sneeze guards in place Mark felt we could place a table across the open library door. Patrons would enter the building and walk up to the table to obtain their order. All other areas would be locked. For those uncomfortable entering the building we would still leave bags outside. Once delivery service is reenacted we will once again be dealing with a lot of holds - and materials going to other libraries. At this stage use of computers is specifically prohibited. The trustees agreed with Mark's proposal.

The Covid-19 plan put forward at the May 22nd meeting was discussed. Some editing and organization needs to be done and Ann agreed to take that on. There needs to be some breakdown in accordance with various phases, but as yet these are not known. Like everything else changes happen day by day and everyone must remain flexible. The trustees agreed that Mark should update Jim Wilusz, of the Board of Health, as to progress.

Contact tracing was also mentioned at the May 22nd meeting. Mark had expressed concern that this could be considered an invasion of privacy. Libraries have always been considered a safe haven. Lisa felt contact tracing was a health issue

and didn't feel it was an invasion of privacy. The MBLC has not yet addressed this issue.

Town Meeting: Planned for Saturday, June 27th at 9:30am at the Fire House pavilion. Mickey replied that she would attend and be available to answer any questions concerning the library.

Chair's Report: None

Old Business: None

New Business: MaryPaul advised that since she has now sold her house and will be in Georgia on a full time basis she will soon have to step down from the board. Discussion on a replacement was held.

MaryPaul expressed her wish that a Knox Gallery sign be reinstalled in front of the building. At this time none of the signage has been updated. Another day!

The meeting was adjourned at 8:40pm by motion made by MaryPaul and seconded by Shannon.

NEXT MEETING: Monday, July 13, 2020 7:00pm

Agenda: Discuss town meeting
Sign Mark's contract
Organization
Covid-19
Building program

Submitted by: Mickey Jervas, Secretary