

Accepted
Jan 8, 2018

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
November 13 2017

PRESENT: Shannon A Castille, John Higgins
Mickey Jervas, Beth Reiter and Lisa Smyle
Library Director Mark Makuc
Via Skype - MaryPaul Yates, on Sabbatical
Absent - None
Guest - Adam Chait, Fiber Connect

DIRECTOR EVALUATION: Trustees discussed their evaluation of Mark's performance for the year. All were extremely aware of the extra work Mark has been doing with application of the library grant and preparing to continue with the design work. Mark had left us copies of his self-evaluation which as usual was very thoughtful and critical.

GUEST: Adam stopped by to review questions the Trustees had as to his contract. It was agreed that the monthly fee would be \$0 and that an Appendix B would be added to reflect our verbal agreements.

Meeting was called to order - 7:07pm.

MINUTES: The minutes of October 16, 2017 were corrected and accepted by motion made by Beth and seconded by John.

DIRECTORS REPORT: Mark received the annual appeal letter from the Western Massachusetts Library Advocates. By motion made by John and seconded by Shannon it was unanimously agreed that we would donate \$50 from the Memorial Fund to this very helpful group.

Mark also received an appeal letter from the Berkshire Library Legislative Breakfast committee. This year's breakfast will be held on January 26th at 8AM at the North Adams Public Library. Although no one from the Monterey Library will be attending, by motion made by Beth and seconded by Shannon it was unanimously agreed that we would continue our support of this chance to meet with all our legislators with a donation of \$25 from the Memorial Fund.

The pre-trick or treat festivities with John Porcino, which was supported by the Parks Commission, was attended by 28 people of all ages. The program was enjoyed by all.

The meeting with a member of the Select Board and the finance committee on October 24th to which the Trustees were invited to discuss the FY19 library budget was attended by Mickey and Mark. They explained that we usually plan our budget during our January meeting and with only a few days notice were not prepared to submit figures. Since the Select Board is anxious to have the numbers early we will hold our budget discussions during our November meeting. In answer to Mark's question they were told the Town was looking to hold salary and wage increases to 2%.

Discussion on the FY19 budget was next. It was agreed that wage increases would be held to 2% in accordance with the Select Board's wishes and that the overall budget would increase by 2.5%, the minimum required by the MBLC. Maintenance expenses would be held near the FY18 level. By motion made by Mickey and seconded by John the amounts to be submitted to the Select Board for the FY19 budget were:

| | |
|---------------|-------------|
| Wages - | \$36,800.00 |
| Maintenance - | 5,800.00 |
| General - | 30,933.00 |
| ----- | |
| Total - | \$73,533.00 |

A letter with this information will be prepared and sent to the Select Board.

Mark has been working with Fire Chief, Shawn Tryon, about renting space at the fire house during the library construction period. Shawn and Chris Tryon, who is in charge of the plans for the fire house construction, are both very much in favor of this plan. We feel this is a win-win situation with the rent paid to the Fire Co. staying in town and helping the Fire Co. proceed with their reconstruction. Dan Pallotta, our Project Manager, has seen the facility and is working out any necessary details with the State. Approval from Don Torrico, the Town Building Commissioner, is needed. Mark will recuse himself from Fire Co. discussion on this matter.

Fundraising has become an important and time consuming part of Mark's time both while he is at the library and away from it. Some hoped for contributions have fallen away, but others will hopefully come. Coin boxes for children's contributions are available and are being well received. With one final review the annual appeal letter will be ready for the printer. A bookmark will be enclosed with

the letter to advise donors of various methods and sources of donations, as well as provide library information.

The building committee will meet on November 14th. Mark Volk, of Foresight, will be in attendance to discuss site work details, including the basement entry.

CHAIRMAN'S REPORT: None

OLD BUSINESS: None

NEW BUSINESS: In accordance with State Law and as clarified in an MOU between the Select Board and the Library Trustees, the Trustees have custody and management of the library and all money raised or appropriated for the library. And yet the Select Board chose to answer a request from the bonding company directly without consulting the Trustees. In addition the paperwork given to the Trustees after the fact, purported to be what was sent, was a jumble assorted documents. Mickey appeared before the Select Board on October 25th to clarify first the fact that the Trustees must have the opportunity to review any and all responses pertaining to the library and second to find if what they received was actually what was sent to the bonding company. Kenn asked to meet with Mickey which they did a few days later. At that time Kenn presented Mickey with the actual paperwork that was sent and which was in good order. It turns out the original file was a working file.

Mickey also reported that a few hours before this meeting was scheduled to begin she received a call from Melissa. Melissa said that the meeting had not been posted. Luckily, Mickey was home and was able to reach Lisa at work who said that she had posted the meeting and would e-mail the confirmation she had received to both Melissa and Terry when she got home. Why this call was left till such a late hour is a mystery and it was only a matter of good luck that connections were made.

The meeting was adjourned at 9:34pm by motion made by Beth and seconded by MaryPaul.

NEXT MEETING: Monday, January 8, 2018 - 7:00pm

Agenda - Semi-annual financial report
Building program

Submitted by: Mickey Jervas, Secretary