

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held in the Monterey Fire House Classroom**  
**Temporary headquarters of the Monterey Library**  
**February 11, 2019**

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

**Absent:** No one

**Library Director:** Mark Makuc

**Building Support Team:**

Dan Pallotta, President P3, OPM

**Friends:** Julie Shapiro

Prior to the meeting the Trustees, several Town officials and newspaper reporters had the opportunity to make our first visit to our new library. It was amazing to walk through the structure. The walls are defined by the studs, much of the wiring is in place, rough plumbing is in. And the ceiling beams! Prior to this we had only viewed the space in two dimensions, on paper. To see it in three dimension, to get a feeling of the floor space, the light and the soaring ceiling. We can't wait for all to see it and hopefully love and enjoy it!

Meeting was called to order - 7:05pm.

Mickey had prepared an addendum to our agreement with P3 to reflect recent reduction in their fees. This was circulated for all to sign.

**Building Support Team:** Dan first walked us through the next proposed change order [PCO] which has been in the works for some weeks. The scheduled attic insulation had to be revisited. How it would be handled and the best products to use were an ongoing topic. The issues have been resolved, the price agreeable.

John made a motion to recommend that the Select Board approve the PCO for the attic insulation. Ann seconded the motion. The vote by all trustees was unanimous.

After deducting the cost of this change order over half the contingency fund remains available. We are comfortable with these numbers.

Since the Trustees have their own on-the-board furniture and design maven, and other actively working members, EDM

project architect, has agreed to drop their fee for furniture selection. They will review our choices and advise us. Before we start to spend that money we have to remember that Foresight, who is in charge of site design, has submitted a bill to cover the extra work involved in obtaining permits from Monterey's various boards.

In discussing when he saw the project being finished Dan used the term "Substantially Complete". Ann asked for a definition of that term. Dan told us it is fairly well spelled out in Massachusetts law. Basically it is when the project is 99% complete or is able to be occupied.

At 7:20 Dan concluded this evening's work and headed east.

**MINUTES:** The minutes of January 14, 2019 were accepted by motion made by Ann and seconded by Shannon. The minutes were unanimously accepted.

**DIRECTOR:** Mark opened with discussion on the legislative breakfast that he and John attended on January 25<sup>th</sup> in Williamstown. John contributed comments on his first breakfast. Neither Senator Hinds nor Representative Pignatelli was present, although Hinds had someone from his office attend. The food was okay; the speeches varied. Some were too long. Overall it was an interesting affair. Mark, being one of the later speakers, adapted his speech to eliminate some areas that had been covered by others and shortened it to make it more palatable. Mark had a hand-out from the MBLC showing how the state library budget is growing but state financial support is diminishing; and asked that people encourage Hinds, Pignatelli and Governor Baker to approve increased support for the library system.

The computer that Mark ordered for the circulation desk has arrived and is set up. One problem is that it does not speak to our old, hand-me down copier. MaryPaul started a discussion as to whether or not we needed a larger business copier such as we have or if a desktop model is sufficient. Mark will do some research and pricing.

Tech soup is an on-line site which offers software for non-profits. Mark has used them before and has just ordered an update for his Quick Books which he uses to follow our budget spending.

The Monterey Cultural Council has given us a grant for \$1,500 for our Summer Programs and Oral History project.

Mark brought us up to date on the Friends finances. The fund raising letter for 2018 brought in about the same as other drives have, putting them in a fair position to manage some of the expenses that have been laid on their table. In addition to committing to pay a large amount of the Project Manager's fees, they are also paying the rent to the Fire Company for our use of their space.

Mark started a list of the items that we will have to buy for the new library. Some large, some small, it is good to keep all these items in mind. Furniture is perhaps the largest category. This is MaryPaul's field and she has been working on it. She has been in touch with several companies that she has worked with in the past, as well as Tucker and MHEC. She has asked for suggestions from them using the floor plans to figure floor space. First need will be stackable chairs for the multi-purpose room, and anywhere needed, computer tables and deck chairs. If we start with those we can fill in with items we already have and build on that. MaryPaul will be back in Monterey soon and hopes to have some proposals by then. She will put together a presentation for review at our next meeting.

Media system, the audio/visual setup for the multi-purpose room, is another big item. Denise Andrus, former Trustee who now works for Tune Street, met with Mark and Mickey to discuss what is out there, what choices we have. We told her what we felt we wanted to be able to present, and some parameters we had. Denise worked up a set-up she thought would best suit our needs, met with her boss to fine tune it and the pricing. She sent Mark a proposal which Lisa and husband Jon, who had experience with this type of system, reviewed and approved. There were some other suggestions from Trustees and others Mark had talked with which he will pass on to Denise. Working with a reputable local firm has many advantages.

Mark is in contact with Alarms of the Berkshires, who have been our alarm provider in the past, about what new equipment we will need. Some asked why he was not contacting other providers in the area. The answer is that we will be using the existing system that we just replaced a year or so ago and that it is a proprietary property.

**CHAIR'S REPORT:** None  
**OLD BUSINESS:** None

**NEW BUSINESS:** A number of donations to the library in memory of John Heffernan, Esther's husband, have been received. Mickey felt that the Trustees should thank each donor. The money will be deposited to the Monterey Library Memorial Fund and will be disbursed after discussion with Esther and her family.

The meeting was adjourned at 8:45pm by motion made by John and seconded by Shannon.

**NEXT MEETING:** Monday, March 11, 2019 7pm  
Agenda - Review FY18 financials & attendance  
Building program

Submitted by: Mickey Jervas, Secretary