

Corrected Reception
April 8, 2019

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

PRESENT: Ann Canning, Shannon A Castille, Mickey Jervas,
Lisa Smyle and MaryPaul Yates

Absent: John Higgins

Library Director: Mark Makuc

Building Support Team:

Dan Pallotta, President P3, OPM

Friends of the Library: Julie Shapiro

Meeting was called to order - 7:10pm.

MINUTES: The minutes of February 11, 2019 were corrected and accepted by motion made by Shannon and seconded by MaryPaul. The corrected minutes were unanimously accepted.

Building Support Team: Dan wanted to confirm the carpet choices. Mark gave an update on the status of ordering or not ordering the two color choices made last Spring. After much discussion it was agreed that: Our primary choice was #2201 Weaver - the lighter color of our choices - which would be used in all areas being carpeted. Our secondary choice was that the multi-purpose room [original library] and the center circle of the new space would be #2201 Weaver and the area surrounding the circle in the new space would be Tailor Gray - the darker gray originally chosen. Shannon made a motion to this effect which MaryPaul seconded. All trustees agreed.

Dan asked if we had the paints confirmed. As we didn't it was agreed that we would meet Friday, March 15th at 5pm on the site. However the color chosen for the multi-purpose room walls last summer was still agreeable. That room will be Chantilly Lace #OC-65.

Dan was done and able to leave at 7:40.

DIRECTOR: In answer to public concerns, exterior lighting at the new library has been dimmed from the proposed 4,000 Kelvin [k] to 3,000 k. Interior lighting has always been 3,000.

The flagpole will have a dark sky compliant light on top of the pole.

Mark has received his updated Quick Books and has it all loaded on the computer. He is waiting for the final adjustment numbers for the close of FY18 from Stephanie, the Town accountant with Baystate, in order to close our books. As soon as he has those figures he will be able to report to us.

There is a new woman working on our accounts payable at Baystate. Once she understood that Mark emailed all payables to them, per their directive, and not just sending paper copies which don't seem to take the quickest route to her, she was able process our payables on time. And she has sent information back to Mark in a timely manner. Mark is hopeful this will last.

One of our staff members has taken on-line training on "Novel list", the CWMARS answer to Amazon's book list. Another will be taking it shortly.

Circulation for February was only down 4% from last year. For FY19 to date we are at 87% of last year which is incredible considering all the disruption.

Discussion on what Town owned property we could hold the Egg Hunt on was next. Easter is late this year, April 21st, which may mean better weather. We reviewed our various choices and decided that Green Park would work if it was a nice day. If not, the Fire House would be good. Mark will check with both and get back to us.

Mark wanted to remind us that moving day is not that far in the future. He plans to move the books in orderly stages so that books will be in order when the doors open. We also discussed our Grand Opening, and when to hold it. It was agreed that Steak Roast Saturday [7/27] might be a good day.

CHAIR'S REPORT: Lisa had the figures that the Finance Committee feels should be on the Town Warrant for the Library's budget for FY20. She asked Mickey to confirm them and send corrected figures if needed.

OLD BUSINESS: None

NEW BUSINESS: MaryPaul updated us on the status of furniture. It appears there is one and only one go to firm for educational furniture - KI. This was confirmed by MHEC [Massachusetts Higher Education Consortium] and various firms she spoke to. MaryPaul acknowledged that KI is a firm that has been a client of hers but feels there is no conflict of interest. Also KI will make a quote but purchases have to be made through a dealer. She has been in touch with MHEC through whom we can get good discounts when dealing with firms on their list. MHEC has both Tucker and PSI, both of whom we have had contact with, on their list. MaryPaul has had discussions with both and has told them it was okay to include firms other than KI in their proposals. To date Tucker has not sent a proposal. She has had good response from PSI. Mark asked for a timeline. She said that an eight week lead time was normal but that ordering near the end of the school year may mean there could be delays. MaryPaul is waiting for more information before giving us a proposal. We scheduled Monday, March 25th for that meeting.

The meeting was adjourned at 8:45pm by motion made by Ann and seconded by MaryPaul.

NEXT MEETING: Friday, March 15, 2019 - 5pm
Agenda - Colors - on-site of new library

Monday, March 25, 2019 - 6pm
Agenda - Furniture - at fire house

Monday, April 8, 2019 7pm
Agenda - Review FY18 financials & attendance
Egg hunt
Building program

Submitted by: Mickey Jervas, Secretary