

Corrected, Accepted
2/8/21

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
January 11, 2021

PRESENT Via Phone: Ann Canning, Esther Heffernan,
John Higgins, Mickey Jervas and Lisa Smyle
Library Director: Mark Makuc
Absent: Shannon Castille
Friends of the Library: Julie Shapiro

Meeting was called to order 7:05pm.

MINUTES: The minutes of November 16, 2020 were corrected and accepted by motion made by Ann and seconded by Mickey. A roll call vote was taken and received a unanimous affirmative vote.

Friends Report: Primarily based on the January 4th Friends Meeting, Julie Shapiro presented. As of January 8th, donations in the amount of \$15,716 have been received in response to the 2020 Annual Appeal Letter.

Judy Kaminstein had volunteered to do the leg work necessary to get plaques for the library honoring all donors to the building program and recognizing the help of the MBLC. She has been gathering information regarding materials, styles and pricing, and has contacted numerous vendors. She reached out to interested parties within the library organization and they have discussed possibilities and met on-site. A lot of work has gone into this part of the project. The next meeting will be at Tuesday, January 12th when one of the vendors will be making a presentation.

The Friends agreed to cover any cost of this summer's childrens programs not covered by the Cultural Council.

In another action the Friends discussed and approved an appreciation gift for each member of the staff and volunteers for all they have done especially during this past pandemic year.

The next art show with work by Joe Baker will be on view beginning January 19th.

To close the Friends meeting there was a period of gathering some ideas for the direction the Friends will take after the end of the building project. Several ideas

were presented. The one receiving the greatest excitement was the possibility of establishing an intern program similar to the one serving the Bidwell House. A lot of organizational work would be required to get a program like this up and running and may take until the summer of 2022 before it could begin, if it was found to be a viable undertaking.

DIRECTOR'S REPORT:

Covid-19: Some libraries have had to close due to staff exposure. Our staff has remained Covid free, to date, and have been following protocol established by the library. Gould Farm has decided not to release volunteers until they are all vaccinated. That has placed extra burdens on the staff as in addition to completing work normally done by volunteers, a cleaning process was added to daily chores to help keep the library Covid safe.

The State mandate as to the number of people allowed in a space has retreated back to 25% of occupancy rate. It had gone from 25% when buildings were first opened to the public to 40%, then 50%. As we had not changed from our original rate, we have not had to make any adjustments on that front.

Building Project: On Sunday, January 10th a vendor for a gas fireplace insert came to the library to see our fireplace and discuss our options. We plan to talk to other vendors as well.

Electric: Mark will remind the electrician that we have lighting projects that we would like to complete.

HVAC: There have been a couple of glitches recently, such as the heat not coming on in the library portion of the building. Fortunately, this was corrected via a computer adjustment by our contracted service with no waiting for a serviceman required.

Mark has started work on a landscaping plan and will be contacting local professionals for their input on what would not only look good but be virtually maintenance free. The Conservation Commission Order of Condition requirements have been completed. Mark attended, hopefully, the last meeting to close this out. The commission voted to approve the work and issued paperwork to be filed. The paperwork was sent to the Registry of Deeds but was sent back for some minor corrections. Once the corrections are made and the paperwork resubmitted, we will have completed all permitting obligations.

Funding: All grant, loan and insurance settlement funds have been expended. All future costs will need to be covered by the Friends of the Library.

Budget FY21: Mark had presented the Trustees with reports of our spending to date in the current fiscal year - July 1, 2020 through January 10, 2021. Payroll figures are right on target. General expenses show about one-half the budget spent. And maintenance is also right in line. A trustee questioned one of the maintenance expenses and Mark explained that was the contract we have with the HVAC people [see HVAC above]

Circulation Report: During this pandemic year circulation of children's books show the greatest increase, to date 1,766 compared with 1,612 last year. Periodical usage is also up. Since patrons can't sit and read in the library, they are checking them out. Digital checkouts for the first half of this year equal the amount for the past full year. As expected, museum pass usage is way down.

CORI - Criminal Offender Record Information - Obtaining a CORI report for those working within the library is something we should be doing. The Town does not have a centralized system for this task. Mark spoke to Police Sgt Brian Fahey and Steve Weisz asking how the library would go about obtaining CORI checks. The Sgt did some research and gave Mark a phone number and website information. Mark went on-line. While initially this program was set up for police it can now be handled by most businesses. Mark had to open up an account with the Department of Criminal Justice Information Services [DCJIS] to get any information. There are two basic requirements: 1. We need to establish a policy and 2. The person who we want to check on has to complete a form consenting to the check. John suggested that a motion be made to adapt the DCJIS model CORI policy as ours so we can do CORI checks. Ann made the motion which Esther seconded. Discussion on the needs for this program and questions about it followed. A roll call vote was taken with all being in favor.

Budget Fiscal Year 2022: On December 29th Mark and John attended a remote meeting with Don Coburn, Jon Sylbert and Melissa Noe to discuss the proposed FY22 library budget. Since no information had been forthcoming as to the COLA rate for the new year, our budget had been prepared using last year's wage rates which was noted by Mark. The joint

budget committee asked for statistics showing the need for the added hours. In addition, they questioned the electrical budget, which Mark explained. They also asked what constituted the dues and membership figure and why it had decreased. Mark explained that basically represented the cost of CWMars service. The decrease was brought about since we no longer need to get our fiber connection through CWMars as Fiber Connect is suppling it to the library free of cost.

Mark received an answer to his question about the COLA rate for FY22 which is 2%. He resubmitted the FY22 proposed budget with the COLA increase included.

Melissa asked for a breakdown of director and staff hours. Director is paid for 23 hours per week, the staff for 23.88 hours, which includes training and other non-desk time. As the staff sometimes switch days and shift times vary it is not possible to breakdown hours by individual staff members. Maintenance staff works 1.9 hours on a weekly basis which allows for occasional heavy cleaning.

CHAIR REPORT: In addition to the above report by Mark on the FY22 budget, John felt the Joint Board Budget Committee's questions were standard and he did not come away from the meeting with any negative feelings. The next joint budget meeting will be held on Wednesday, January 27th at 6pm, again it will be a remote meeting. He asked for other trustees to join him and Mark. Esther and Mickey agreed to do so.

OLD BUSINESS: None

NEW BUSINESS: None

The meeting was adjourned at 8:10pm by motion made by Lisa and seconded by Ann.

NEXT MEETING: Monday, February 8, 2021 7:00pm

Agenda: Minutes
Friends Report
Director's Report including
Budget for Annual Town Meeting

Submitted by: Mickey Jervas, Secretary