

Corrected & Accepted
January 11, 2021

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
November 16, 2020

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

Meeting was called to order 7:05pm.

MINUTES: The minutes of October 13, 2020 were corrected and accepted by motion made by Ann and seconded by Esther. A roll call vote was taken and received a unanimous affirmative vote.

DIRECTOR'S REPORT: Halloween trick or treating went off well with about 30 children stopping at a table set up outside to pick up candy bags which Carole Clarin had assembled. The Park Commission also had a table of treats and some private homes were welcoming the children too.

Veterans Day saw about 15 people gathered around the library flag. Pastor Liz Goodman delivered a short observation on Veterans' Day. At 11am the church bell was struck eleven times.

After Mark attended two Conservation Commission meetings, which amounted to 6 hours, it was determined that the only change we were asking for was installation of a safety fence. A State DEP representative who was present at the second meeting advised the Commission that this was acceptable. All the work is now completed and ready for inspection. Mark has asked to be placed on the agenda for the Con Comm's December meeting to hopefully receive a close out of their Order of Conditions.

The generator is hooked up awaiting only its battery and lessons on operation.

There has been a delay in obtaining LEED certification as the required check was sent to the address shown on the firm's W-9, not the address requested. Certainly no one's fault and the check is being reissued.

Covid-19 remains status quo at the moment. The governor may make changes but nothing has changed as of this date.

Our volunteers from Gould Farm were isolated as a housemate was exposed to someone who tested positive. It is comforting to us that Gould Farm is keeping a close eye on this situation. Both David and James have tested negative and are back at the library.

Mark received an email from Melissa on Friday, November 13th, informing us that they want to start budget meetings in December. We have not received any paperwork from town hall and do not know what COLA increases are being offered. To comply with state regulations our budget must increase by at least 2.5% each year.

Last year we had presented a budget request to the select board and finance committee asking for an increase of 10 hours/week. They asked that we split the increase over two years with an addition of 5 hours/week for FY21 and FY22. We are using this year's 5 hour increase by extending Thursday afternoons by 2 hours to a 4 hour shift for the full year. And we have added 2 three hour morning shifts for November 1st through April 30th, to allow more access indoors for people using the internet during the cold months. These changes seem to be working very well. John suggested that we include the remaining 5 hours in wages in this year's budget. Shannon made a motion, seconded by Ann that we increase our open hours, and therefore our wages, by 5 hours. A roll call vote was taken and passed unanimously.

CHAIR'S REPORT: John received an email concerning the town website. We updated changes in the chair position and names of current trustees. The town website directs viewers to the library website for current library information.

Melissa asked which platform we used for our remote meetings and did we record our meetings via audio. We use "Free Conference call.com" and do not record our meetings. We rely on written minutes for documentation of our meetings and maintain paper copies. After some discussion it was agreed that we continue with this method. John will confirm this information with Melissa.

Dominic Stucker of Multi-Cultural Bridge had approached the library last month asking that we sign on as supporters. Dominic was invited to join this meeting, but due to a scheduling conflict was unable to attend. He did send paperwork that explained what Bridge stood for, which in

very abbreviated form is for an end to intolerance and bullying. John read their pledge to us and opened discussion. There were varied opinions as to whether or not we should, needed to, or already followed all the guidelines. After everyone expressed their personal views, Shannon made a motion, seconded by Ann, that we sign the pledge. A roll call vote of those in attendance resulted in three votes for signing the pledge, the fourth trustee abstained. The vote passed and John will notify Dominic.

OLD BUSINESS: None

NEW BUSINESS: None

DIRECTOR EVALUATION: Every November the trustees evaluate Mark's performance as director of the library. Topics such as the library collection and services, staff supervision, patron and community interaction, budget development and management, maintaining building and grounds and trustee interaction are normal. Over the past several years grant and construction management have been added. And this year the topic of Covid-19 planning and management had to be included. John will write up the evaluation based on trustee input and review it with Mark.

The meeting was adjourned at 9:00pm by motion made by Ann and seconded by Shannon.

NEXT MEETING: Monday, January 11, 2021 7:00pm

Agenda: Director's Report including
Covid-19 update
Building program
Semi-annual budget report
Budget requests for Annual Town Meeting

Submitted by: Mickey Jervas, Secretary