

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
November 18, 2019

PRESENT: Shannon Castille, Ann Canning, Mickey Jervas
and Lisa Smyle
Via Face Time: MaryPaul Yates
Absent: John Higgins
Library Director: Mark Makuc
Guests: Paul DePreter, Friends/Knox Gallery

Meeting was called to order - 6:30pm.

DIRECTOR EVALUATION: Trustees discussed Mark's performance in various categories of his job over the past year. Throughout the building process Mark was on-site daily and able to answer questions that arose. Now we are in our new facility and there are still issues to be ironed out. All agreed he works too many hours and doesn't get paid enough. As chair, Ann will formulate a summary and discuss it with Mark.

FRIENDS/GALLERY REPORT: Paul reviewed the proposal for pedestals for gallery three dimensional works. The Friends had already approved the cost. Lisa made a motion to accept the pedestals as presented, Shannon seconded the motion. All approved the motion. Ann relayed President of the Friends, Franny Huberman's desire for a wish list from the Trustees. Paul mentioned the need for some toys for upcoming play-group. Mark noted that those would probably not amount to \$50. Mark then stated that there were a lot of issues to review before we were able to prioritize our needs and wishes. Ann will pass this on to Franny.

DIRECTOR'S REPORT: Although Halloween was a stormy night with many towns postponing festivities, 55 people attended the storytelling at the library. The Park Commission once again supported the event.

Veterans Day celebration was presented by the Monterey Veterans Committee at the World War I monument on the library lawn with Pastor Liz Goodman speaking and Ilene Marcus ringing the church bell. Thirty people of all ages gathered in the Multi-Purpose Room before events started outside. Coffee and doughnuts were provided by the Council on Aging.

Mark met at the library with Jess Maloney, coordinator for South Berkshire Kids who runs a play group for infant to pre-school children. They meet in different libraries, are funded by Dept of Early Education and Care grants and are free to the public. Mark and Jess agreed to having a trial month on Friday mornings this coming January. Sessions will be held in the children's section of the library with story time, songs, snacks, playtime, etc.

Alex Reczkowski, Director of the Berkshire Athenaeum and in charge of scheduling the Berkshire Legislative Breakfast, contacted Mark asking if we would hold this year's breakfast at the library. After doing some measuring Mark concluded that we could sit 64 at tables, which is adequate for the event. Parking will be an issue but Mark and Alex figured that with some work - car pooling from Big Y in Lee, shuttling people parked at the Fire House and Community center, it could work. Mark asked Lisa, who has attended some legislative breakfasts, if she would be in charge - organization, hiring a caterer, introducing speakers, and such. Lisa was happy to accept. The breakfast is scheduled for Friday, January 31st at 8am.

The Town has not yet contacted the library about meeting for discussion of the FY20 budget. Ann will follow-up with Melissa. This year's budget is going to be difficult to forecast. Some issues: Electric bills have thus far come in three times higher than in the old building. We have only had one propane gas delivery. We will probably increase our hours. This means a lot more work to produce figures.

The insurance settlement for replacing the deck railing which was damaged when a tree fell on it days before our grand opening in August came in at \$23,188.97 net of the \$2,500 deductible. As this represented almost full cost of Allegrone's installation there was no question of not accepting it. Shannon made a motion to accept MIIA's, the town's insurance carrier, settlement. MaryPaul seconded and all voted in favor.

Tuesday, November 12th, a meeting of building committee members was held at the library. Pete, an engineer from edm, our architects, came with Tim Widman. Rob from P3, project managers, and Aaron from Allegrone were also in attendance.

Matters discussed:

Heating: The noise level from the air exchange vent in the multi-purpose room is not acceptable. The air exchange circulates air and runs continuously when the building is occupied. Pete, Aaron and Mark went downstairs to study the system and found that it was built to plan. Small changes may lessen the noise but most likely physical changes will need to be made. Cost will fall to the library.

Lighting: The automatic system of lights turning on and off according to a schedule or by motion detection are not working in a satisfactory manner. This does fall under the warranty and Mark will continue to work with Wattstoppers, who are in charge of making the adjustments.

Deck: Allegrone is supposed to come back in the spring to finalizing adjustments. They feel this falls under their warranty.

Rain garden: Part of the Conservation Commission's Order of Conditions including construction of a rain garden where water discharges behind the parking lot wall. Allegrone never felt the details were clear in Foresight's site plan, at least in those submitted prior to bidding. As this was a requirement of a town board Mark feels strongly that it must be met. Therefore, by motion made by Shannon and seconded by Lisa, and agreed to by an unanimous vote, work on the rain garden will be removed from Allegrone's warranty list and will be completed by the library. When completed we will take it to the Con Comm for approval.

Last on Mark's list was payment to Allegrone. Payment has been withheld pending satisfaction of what will and will not be completed under the warranty. Having clarified matters Mark suggested that we make payment as had been approved by edm, which is part of their contractual responsibility, which will be payment in full less a \$10,000 holdback. Lisa made a motion that we make payment of \$126,000+ to Allegrone. MaryPaul seconded the motion and it was accepted by an unanimous vote.

CHAIR'S REPORT: Ann contacted the MBLC about regulations pertaining to the building committee. She handed out printed literature she had received for us to review. Mark feels that we will always need a building committee to help run the physical plant. He also felt that the current committee should continue through the warranty period and completion of open issues.

Discussion followed on the building committee being a sub-committee of the trustees who would report to the trustees being comprised of three members who need not be trustees. Discussion will continue at a future meeting after all have had a chance to review the MBLC paperwork.

As to the current committee Kenn Basler, who in addition to his other skill sets had been a contractor in the past, had been asked by Mark and Mickey to rejoin the committee. MaryPaul agreed that it made sense to have Kenn as the current third party.

OLD BUSINESS: The food policy was briefly discussed. Since there have been no issues with food on the premises and in view of changes in library usage it was agreed that we table this policy indefinitely. Gift policy was tabled for this meeting. The suggestion was made that if any labor or maintenance was required of a gift it should be a consideration for its acceptance.

NEW BUSINESS: None

MINUTES: The minutes of October 7, 2019 will be reviewed at the next meeting.

The meeting was adjourned at 9:16pm by motion made by Lisa and seconded by Shannon.

NEXT MEETING: Monday, December 9, 2019 7:00pm
Agenda - FY 2020 budget
Building progress

Submitted by: Mickey Jervas, Secretary

Accepted 12/9/19

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At 8:09 the Chair called for an Executive Session to be held. Roll call was taken.

Issue under review was status of the deck and steps previously taken by the building committee.

The following points were addressed:

Town counsel, Jeremia Pollard, has stated that litigation of construction issues is generally not worth pursuing.

Other libraries have had much worse problems with their construction.

P3 should be more visibly involved.

The deck had been moving and is now somewhat stabilized.

Don Torrico did not think the nailing of some members of the understructure of the deck was up to standards,

Ann and Kenn have been in contact by email and will continue to do so as to the correct process for the Select Board to contact the Trustees, and any other inter-board communications.

At 8:19 Executive Session was closed.