

**MEETING of the MONTEREY BOARD of LIBRARY TRUSTEES**  
**Held at the Monterey Library**  
**November 8, 2021**

**PRESENT:** John Higgins, Mickey Jervas, Judy Kaminstein,  
Nancy Kleban and Cheryl Zellman  
**Library Director:** Mark Makuc  
**Absent:** No one  
**Friends:** No one  
**Guests:** Justin Makuc, Select Board

Meeting was called to order 7:03pm.

**CHAIR:** John welcomed Judy Kaminstein to the board. She is filling the seat vacated by Shannon. As a member of the Friends, Judy was point person for the Plaque Committee.

John also informed us that Lisa Smyle has resigned, effective immediately. Lisa served as board chair through the Building Program and will be sorely missed. John asked that if anyone knew of any possible candidate for Lisa's seat to please reach out to them and to let him know. The position will be advertised in the Monterey News, on the Library Website and on-line.

**MINUTES:** The minutes of October 18, 2021 were corrected and accepted by motion made by Cheryl and seconded by Nancy. A vote was taken with four members voting to accept. Judy abstained as she had not been a board member at that time.

**FRIENDS REPORT:** Mark reported that Carey Vella, president of the Friends, is working on the annual appeal letter.

**HISTORICAL SOCIETY:** John suggested we take a trip to the basement level so that everyone could familiarize themselves with the space the Historical Society would like to use for secure storage, and possible display, of their collection. Concern for security of items displayed outside the secure space was expressed.

While still on the lower level, planned use of the balance of the space for library storage and workspace was also discussed.

**DIRECTOR'S REPORT:** A public address system was a part of the 2020 wish list and Mark, with some direction from a friend in the business, was able to get a good setup that operates both by plug-in or battery. He plans to try it out at the Veterans Day ceremony and also use it at the Holiday Lights ceremony.

Halloween celebration was successful with 35 bags of candy being handed out. Ed the Wizard was our entertainer and his show was enjoyed by all.

Mark spoke to Town Counsel about the problem with water that is pumped from Brookbend's basement and flows onto library property. Mark told counsel he felt it appropriate for him to try speaking to them first. Counsel agreed and said if that did not work, he would try to find a solution.

About 12 people responded to Mark's article in the Monterey News for volunteers for the Strategic Planning Committee. Kristi Chadwick of Massachusetts Library Services, will be available to come to Monterey for one day to lead a public forum. She is always available for guidance via phone or email. Mark plans to call the first meeting for the committee after the holidays. Their first goal will be formatting and distributing a survey.

As most of us already knew, Beth Parks Gilmore, who has kept the library bright and clean for more than 25 years, suffered a severe ankle fracture in a fall at the transfer station. The doctors tell her to expect recovery to take months. So, she will not be able to return to work prior to her and Dave's planned retirement date at the end of January. Mark has asked her for a detailed schedule of what she did and when. Before Beth became an employee of the town at the transfer station and was made a payroll employee, the position was held as an independent contractor receiving a 1099 tax form. With a new hire we will change the position back to that format and will require the cleaner to carry appropriate insurance coverages. Mark has a few names of people to contact for the position and will reach out to them. He will also advertise the position in the Monterey News.

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

The meeting was adjourned at 8:10pm by motion made by Nancy and seconded by Cheryl.

**NEXT MEETING:** Monday, January 10, 2022, 7pm, in person  
Agenda: Minutes  
Recommendations for new trustee  
FY 2023 budget  
Friends Report  
Historical Society  
Director's Report, including financial  
report and strategic planning committee  
Evaluation  
Other

Submitted by: Mickey Jervas, Secretary