

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held via teleconference call**  
**February 8, 2021**

**PRESENT Via Phone:** Ann Canning, Shannon Castille,  
Esther Heffernan, John Higgins, Mickey Jervas  
and Lisa Smyle  
**Library Director:** Mark Makuc  
**Absent:** No One

Meeting was called to order 7:02pm.

**MINUTES:** The minutes of January 11, 2021 were corrected and accepted by motion made by Lisa and seconded by Ann. A roll call vote was taken and received a unanimous affirmative vote.

**DIRECTOR'S REPORT:** The plaques project is moving along. Becky, the representative from Honorcraft, has been here three times to meet with the team. We are expecting proofs shortly and hope to have plaques in place by May.

Three vendors were contacted for purchase of the gas fireplace, two responded. One has visited twice and the other is scheduled to come later this month. In addition to needing to purchase the insert and have that vendor install it, we will also need the services of a mason, electrician, gas company and Town gas inspector. We should have a better idea of where this project is next month.

Covid-19: Some of the libraries in the eastern part of the state are starting to open and/or re-open as infection rates decline and restrictions ease. We continue to follow protocol and have stayed open continually since first allowed by the governor in early summer.

Vaccination Program: Signup can be confusing. A group in Monterey wants to help people signing up and asked Mark if the library could be used for this purpose. Mark explained that since applying for each vaccination can be time consuming library staff would not be available, but the multi-purpose room could be used by these volunteers. Although you can now call Big-Y directly, or dial 211 for help, sign up does remain difficult. On Thursday, February 11<sup>th</sup>, there will be a training session. Besides helping our townspeople, this made Mark improve his skills in use of our audio/visual equipment to run the meeting.

Building Program: Conservation Commission paperwork was corrected and filed. Other than having to maintain a log with quarterly and annual reports, we have completed our obligations to the Conservation Commission.

Cori: Checks have been made on the staff. They were not difficult to complete.

January circulation was up 28% over last year. Children's items were up 84% over last January.

The Friends of Lake Garfield are buying testing equipment to test the lake water. Michael Germain approached Mark to ask if the library would have a place to store the equipment and for the technician, who is known to them, to process the samples. They would only need a table and an outlet. Mark felt that space could be found in the library basement. The technician could have access to the basement, and only the basement.

John was okay with this plan but would like a formal, written request be made to the Trustees. Asked in turn each trustee agreed without any objections.

On January 27<sup>th</sup> the Select Board and Finance Committee held another joint meeting during which they reviewed the library's FY22 budget line by line. The only questions raised were about the increase in staff wages. Mark explained that it was due to our following the agreement made during FY21 budget process when we divided our requested 10 hour increase in half, with a 5 hour increase in FY21 to be followed by a 5 hour increase in FY22. We were asked if we could decrease hours so that our overall budget would only increase by 5%, which it appears is being asked of other departments. No decisions were made.

Mark reminded us that Esther and Ann are up for election this year. He asked them to let the trustees know if they were going to run again or not so that we could start to prepare for town elections.

**CHAIR REPORT:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** John brought up the Director Evaluation Process. He found the process we had been using confusing and unsatisfactory. The MBLC has, as part of the on-line Trustee Handbook, a guide to processes that should be

followed and which John briefly described. He feels we should develop an evaluation process based on the handbook, and suggested establishing a sub-committee to develop an instrument and process. Lisa said the process sounded similar to that used by other state departments. Mark said that when evaluating his staff, they always jointly set goals for the following year. The other trustees all agreed that our current process did not address the needs of a good evaluation and that it was a good time to take on this project. John felt that, with the approval of the Trustees, he could appoint members of a sub-committee. To that end he appointed himself and asked Shannon to join him, to which she agreed. At the same time the Director's Job Description could be updated.

The meeting was adjourned at 7:56pm by motion made by Lisa and seconded by Shannon.

**NEXT MEETING:** Monday, March 8, 2021 7:00pm

Agenda: Minutes  
Friends Report  
Director's Report including  
Budget for Annual Town Meeting  
Director Evaluation Sub-committee report

Submitted by: Mickey Jervas, Secretary