

Corrected & Accepted
5/11/20

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
April 6, 2020

PRESENT: **Via Phone:** Ann Canning, John Higgins,
Lisa Smyle and MaryPaul Yates
At library: Mickey Jervas
Library Director: Mark Makuc
Absent: Shannon Castille

Meeting was called to order - 7:08pm.

MINUTES: A motion was made by John and seconded by MaryPaul to postpone approval of the minutes of March 9th and March 19th until our next meeting. A roll call vote was taken with all present voting in the affirmative.

DIRECTOR'S REPORT: At our March 19th meeting the Trustees voted to close the library to the public until further notice. Within days we were advised that the Massachusetts governor considers libraries non-essential and therefore we are obliged to keep the doors shut and staff to stay home.

The Institute of Museum and Library Services [IMLS] held a webinar concerning Covid-19 and its impact on museums and libraries, the public and their collections, and how to handle them. The staff was asked to listen and Trustees notified of its availability. The staff has also been watching other webinars.

Mark has been working on getting together all the paperwork necessary for receiving the final MBLC grant payment. It is much more involved than for the first four payments. Some information will need to come from our various partners in the project; the balance will need to be produced by the library.

Mark has also been working on organizing the old paperwork which is now in our basement. We have been gifted several file cabinets which will make storing paperwork in an organized fashion doable.

Mark has been educating himself on the Boston Public Library app and others in order to better assist our patrons.

The National Emergency Library Archive has digitized books from the 1920's through 2010. These books can be downloaded from their site. Information on how to reach them is on our site. There is some controversy about their making more than one copy of each book available. But until that is settled they have books that are not available elsewhere.

Adams Plumbing is scheduled to come on Tuesday, April 7th, to inspect the basement heaters for an intermittent issue.

Allegrone plans to send a mason the week of April 13th to work on chimney issues.

Mark continues to be in contact with Nate of CTC concerning the humidifiers. They are not working correctly, but at least are now functioning and humidity levels have come up a bit. Knowing that humidifiers are not a summer need, Nate assured Mark that he will continue to work with us next winter. He can make adjustments to the system from his office and will not need to make site visits.

In accordance with good business practices, Mark has contacted three contractors about replacing the existing deck railing that was damaged by a falling tree limb. He received two bids. The third contractor has not responded. The first bid was over \$13,000 and the second, from Jacquier Welding, was just under \$10,000. Jacquier had made a mock up section of his plan for the new rail. His quote was for either painted steel or stainless steel. After some discussion Lisa made a motion, which MaryPaul seconded, that we accept Jacquier's quote to replace the deck railing, using stainless steel. The roll call vote resulted in a unanimous decision.

Mark saw select board chair Kenn Basler at the post office and conversation turned to the Town FY21 Budget. The select board is concerned that with the ongoing Covid-19 emergency, and rising unemployment costs among other costs, the state will not be in a position to fund parts of town budgets to the extent they normally do, if at all. There is concern on the part of the select board that they may, at some point, have to go back to town boards and ask that they present a level funded budget or possibly even a reduced budget. The library would not be in a position to cut operating expenses. After much discussion it was decided that we will just have to wait and see if the cuts

do come into play. But it is nice to have a heads up. The select board will be holding a teleconference meeting on Tuesday, April 7th at 9am. Ann and Mickey will call in and join that meeting. The select board will also be meeting with the finance committee at 4pm that same day. Mickey will join in with that one as well.

Mark asked the trustees how they felt about his putting small open tents over the two outside benches during the library closure to make them more comfortable for patrons using the wi-fi. This would keep the benches dew free and better shaded. It was asked if there would be any social distancing issues. Mark said he could put a notice on them that only one person at a time could use a bench.

Discussion on current closed status, moving out of this status, what was presented in the IMLS webinar and what we all know and don't know followed. Some patrons have expressed a discomfort at coming into the building or taking books out if they were left out or delivered. Others seem less concerned. The public has not been in the library for three weeks, none of the collection has been touched. Mark has brought in whatever books have been left in the book drop and left them aside for several days, allowing them to decontaminate, before processing them. MaryPaul did not think we were taking back our collection. Mark replied that they were less exposed in the library than in someone's house. Mark also mentioned that new books that had been ordered sometime ago continue to arrive and that he starts processing them after they have been in place for a time. In the end it was agreed that we will have to wait until we are released from quarantine by the state, which is supposed to revisit this issue by May 4th.

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

The meeting was adjourned at 8:15pm by motion made by John and seconded by MaryPaul.

NEXT MEETING: Monday, May 11, 2020 7:00pm
Agenda - Status of coronavirus closings
Report on other meetings attended
Town Meeting Preparation and Building progress

Submitted by: Mickey Jervas, Secretary