

Accepted 9/13/21

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held via teleconference call**  
**May 10, 2021**

**PRESENT Via Phone:** Ann Canning, Shannon Castille,  
John Higgins, Mickey Jervas, Lisa Smyle  
And Cheryl Zellman  
**Library Director:** Mark Makuc  
**Absent:** No One  
**Visitor:** Justin Makuc

Meeting was called to order 7:08pm.

**ORGANIZATION:** Ann Canning was re-elected to the Board and was welcomed back. Cheryl Zellman was elected to fill the seat vacated by Esther and was welcomed by all.

Election of officers for FY2022, chair and secretary, is required at this time. Mickey nominated John to continue as chair, Lisa seconded. A roll call vote was taken which resulted in all eligible to vote in favor. Cheryl had not been sworn in and therefore could not vote. Mickey said that she was ready to step down as secretary if someone else wanted to fill the position. Shannon said that she would do so. Lisa nominated Shannon, with Ann seconding. The roll call vote was unanimous.

**MINUTES:** The minutes of April 20, 2021 were corrected and accepted by motion made by Lisa and seconded by Shannon. A roll call vote was taken and received a unanimous affirmative vote.

**FRIENDS REPORT:** No update

**DIRECTOR'S REPORT:** COVID-19: May 20<sup>th</sup> will be the last day the Covid-19 vaccination help group will meet at the library. May 6<sup>th</sup> was the first time that no one showed up for help.

While some libraries are decreasing the hours for quarantining returned materials, Monterey Library will continue with the same timeline and requiring masks and sanitizing. Mark will make adjustments if and when he feels it is appropriate.

Summer Programs: Some have already been scheduled. They will all be held outdoors.

Art Show: In addition to the gallery opening on May 22nd, the artist is proposing to hold a poetry reading on June 12<sup>th</sup>. Mark found a social distancing calculator online which calculated that 24 people could gather in the multi-purpose room and, not allowing for aisles, 60 on either the front or side lawn. The Trustees still want to be sure that social distancing is observed and recommended that we limit groups to 20 inside and 50 outside.

Budget: The fiscal 2022 budget requested by the Trustees was passed at Town Meeting. This budget allows for more open hours. Mark will be reviewing the best schedule with the staff members.

The FY21 budget is looking good. Mark is ordering books now and suspects most will arrive in July. When those bills arrive is an unknown. It is possible we may need some extra funds for those late arriving bills. If so, Mark would like to take the money from State Aid. A motion to cover any expenses that go over budget from the State Aid account was made by Lisa and seconded by Shannon. The roll call vote was unanimous in favor.

Projects: Completion of the lighting is awaiting on delivery of the fixtures.  
Installation of the plaques is scheduled for May 20<sup>th</sup>.

The General Store is having their updated septic system installed by Tryon Construction, and asked about using the shared pathway between the two buildings. Mark, knowing who the contractor was, said there would be no problem.

Book Sale: We still have not decided on when or what format we would hold a book sale. Do we want to have it on the same day as the Steak Roast, as we usually do? Later in the summer? Separate fiction and non-fiction to different days? Should we have one? Conflict with scheduled performers. A lot of discussion. It was agreed to invite someone from the Friends and get this all sorted out at our June meeting.

The Blandford Library Trustees plan to visit the library on Saturday, May 16<sup>th</sup>, to view our expansion and get ideas for their own project.

The state has just announced that they will be doing one special construction grant to be awarded to a town with a population of under 2,000.

**CHAIR'S REPORT:** Director's Evaluation Process: After reviewing the paperwork handed out in April, one change was recommended which John made. A motion to accept the policy for evaluating the director as written, with that one change, was made by Mickey and seconded by Ann. Round table discussion followed with all in agreement with this new policy. A roll call vote was unanimous in favor.

Mark will discuss how he will meet his new goals at the June meeting.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

The meeting was adjourned at 8:15pm by motion made by Lisa and seconded by Ann.

**NEXT MEETING:** Monday, June 14, 2021 7:00pm

Agenda: Minutes  
Friends Report  
Book Sale  
Director's Report including budget  
Director Report on meeting evaluation goals  
Other

Submitted by: Mickey Jervas, Trustee