

Contract accepted
9/14/20

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
August 3, 2020

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

Meeting was called to order 7:04pm.

First on the Agenda: John welcomed Esther to the board. Since she is well known to all as a long time staff member, we were happy to welcome her to our table.

MINUTES: The minutes of July 13, 2020 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 CONTRACT: John suggested that mention of vacation time for Mark be deleted from the contract pending reversal of negative determination by Town Counsel and the Select Board. The change would be made and the contract would be available for signing by all trustees before Tuesday morning's library hours.

DIRECTOR'S REPORT: Leveling of the deck has been completed together with some of the smaller jobs. A few minor issues remain which Allegrone assures us will be completed.

Measurements for the replacement deck railing are scheduled to be done in about three weeks.

Final paperwork required by the MBLC to close out the grant and receive final payment has been started and will be completed shortly.

Mark learned that the state building program has been temporarily halted due to the Covid-19 pandemic. The state is not in a position to expend monies at this time. Two libraries that had been approved at the same time we were but which had not yet started construction are now on hold.

Workers for the 2020 census are scheduled to be at the Monterey library tomorrow [8/4] to help people complete their forms. At this time Berkshire County has a 60% completion rate while Monterey is lagging at only 27% completion.

According to the accountant's FY20 end of year figures, we spent \$129 less than appropriated.

Our current statistics, circulation and attendance, exceed that of FY19 when we were in the fire house. July 2020 was only down about 10% compared to July 2019 even though we are operating under pandemic constraints and the doors were only open half of the month.

Opening for limited browsing, which started mid-July, has been very well received and is working well. Patrons are very co-operative about obeying all the directives and limitations. Attendance has been steady for each opening. Not enough can be said in praise of the staff members who have stepped up to fill this new "normal" operation. In addition, we have two volunteers from Gould Farm who have been helping with normal stocking chores and the added cleaning. We have had a few people come in from Great Barrington and more from Otis and Sandisfield as none those libraries have reopened.

CHAIR'S REPORT: John reviewed the status of the trustees offering Mark vacation time. After we made the offer word came from town hall that Mark was not eligible as he does not work 35 hours which is considered full-time. We had contacted town counsel, Jeremia Pollard, asking for his opinion. Direct response from Jeremia has not been received by the trustees. John and Mickey attended the July 1st select board meeting. The select board had also contacted town counsel whose reply came to them just before the meeting was to begin. Although the select board sympathizes with our position, they felt that the handbook was clear that only full-time [35 hours per week] employees were eligible. John suggested that after contacting town counsel for a direct opinion, we meet again with the select board to work out a solution.

The select board sent out a number of emails concerning proposed alterations to the budget process, some very convoluted. John will prepare a response to be sent to the select board advising them that in accordance with

state law the trustees are responsible for preparing their own budget.

FRIENDS OF THE LIBRARY: Ann reported on the Friends' annual meeting held July 20th. They asked that the library present a needs/wish list set in order of priority and with costs shown. A list had been prepared. Mark explained that exact priority could not be determined as some items might move up or down on the list depending on availability of contractors or materials. Also, while costs were carefully considered we could not determine exact figures until exact products were chosen. Carole advised us that the Friends felt they had \$80,000 available for the wish list.

John asked Mickey to explain how the book sale would operate this year. She explained that since there were distancing requirements and limited numbers of people allowed in an area at a time it was decided that people could order a box, or specific number of books, by genre. There would not be a choice by title or author although we would do our best to meet needs. The sale would be held on Saturday mornings, 8/8, 8/15 and 8/22. There will be no set price for items received. Instead individuals will be asked to make a donation, if they wish.

OLD BUSINESS: None

NEW BUSINESS: None

The meeting was adjourned at 8:10pm by motion made by Lisa and seconded by Ann.

NEXT MEETING: Monday, September 14, 2020 7:00pm

Agenda: Covid-19
Building program
Book Sale

Submitted by: Mickey Jervas, Secretary