

Corrected +  
Accepted  
10/18/21

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held at the Monterey Library**  
**September 13, 2021**

**PRESENT:** John Higgins, Nancy Kleban, Mickey Jervas,  
Lisa Smyle and Cheryl Zellman  
**Library Director:** Mark Makuc  
**Absent:** Shannon Castille  
**Friends:** No one

Meeting was called to order 7:04pm.

**MINUTES:** The minutes of May 10, 2021 were accepted as written by motion made by Lisa and seconded by Cheryl. A roll call vote was taken with three votes to accept, as this was her first meeting as a board member Nancy abstained from all votes and John, as chair, does not vote. The minutes of June 14, 2021 were accepted as written by motion made by Lisa and seconded by Cheryl. A roll call vote was taken with three votes to accept, Nancy abstained and John, as chair, does not vote. The minutes of July 26, 2021 were accepted as written by motion made by Lisa and seconded by Cheryl. A roll call vote was taken with three votes to accept, Nancy abstained and John, as chair, does not vote.

**FRIENDS REPORT:** The book sale, which was a "pay what you want" sale, was our most successful with receipts of over \$4,000. The Friends are in good financial condition and are looking forward to constructing a new needs/wish list with the Trustees to further advance the Library and what it can and will offer the Town.

**DIRECTOR'S REPORT:** FY21 Circulation Report: Even with COVID restrictions our circulation increased on all fronts. Because we were able to provide service when many other towns were not, there was a large increase in circulation to residents of other MA towns. Some of these patrons came to know our library and are continuing to use our services. In addition, our holdings have continued to increase, as did our services.

FY21 Fiscal Report: We have seen our maintenance costs increase, as should be expected in a new, larger building, with air conditioning. These expenses increased from \$9,000 to \$11,000, and will need to be reflected in the FY23 budget. It must be remembered that each increase must

also be accompanied by an increase in circulating materials. The State requires that 20% of the budget be spent on circulating materials.

Children's Programs: We had 5 programs, all scheduled to be held outside. Because of rainy weather, 3 of the programs were held under the Community Center tent. Many thanks to the MCC for this support.

Cultural Council: Mark will file for a grant for the coming year.

Construction: The lighting project has been completed and has greatly improved visibility in the stacks and at the circulation desk.

Landscaping that was planned for this year was completed, and enjoyed. We look forward to the vinca ground cover filling in.

Plaques were completed. There is a slight bubble in the donor banner, which will be addressed.

Outside signage has been ordered. Sign-maker has been backed up. We are looking forward to delivery - soon.

Gas fireplace screen. Copies of two plans proposed by Del Martin were handed out to the trustees. A vote for the one they would like Del to make will be taken at the October meeting.

Building Maintenance: The parking lot lines are fading and need to be repainted. Mark is working with Shawn Tryon to have both the library and town hall lines repainted at the same time.

Drainage has shown a bit of an issue. In some of the fierce storms, namely Henri and Ida, ponding was noticed on the side lawn in the area of the septic system, and a small amount of leakage has appeared in the basement. Mark noticed that grading could be improved which would eliminate some of the problem. Mark has spoken to Roger Tryon about this problem and he will take care of it. But it has also become more evident that flow from the Brookbend sump pump crosses over into that area. Mark and Roger studied the grading between the two buildings and what Brookbend may need to do to redirect the flow away from the library. Discussion on how to address this problem with our neighbors followed. It was suggested that we pass this by the Town attorneys to find out about any legalities.

COVID: We are continuing as we have been and so far, have been able to keep operating and safe. The Community Center did hold the talk they had planned for the multi-purpose room, but the Bidwell House postponed their program. The Knox Gallery has kept their programs low key. No big openings, no food, limited numbers. We had just one patron that wouldn't mask, anywhere. Mark spoke with him and they agreed that he would order his materials in advance and Mark would leave them for him outside in a locker. For clarification when the question was asked, Mark said that we follow rules set by the town.

Historical Society: In the 1970's the Monterey Historical Society were recipients of a grant for construction of a space for display of historical materials relative to the town. As this space was to be a part of a municipal building, the General Knox Wing was added to the original library. By the early 2000's, the Historical Society had become inactive and displays stagnant and mold infested. After numerous meetings between the library, Historical Society and select board, the library took over the space and the displays were moved to other town locations and their storage area in the basement of the wing. The library cleaned and refurbished the wing. It was put to various usages, including for art shows. When construction of the new building began, along with everything else, the historical items had to be moved. For the past three years they have had a home in the Hoogs' basement. Now it is time to return them to the library. Mark and Rob Hoogs met at the library and discussed making the original library basement space available for storage of the historical materials. They also discussed possible display spaces. John suggested that Rob be invited to the October trustees meeting to discuss the future relationship of the library and the historical society.

Evaluation goals: While three of the goals consist mainly of keeping up ongoing projects, the development of a strategic plan, which the state requires for grants, involves a lot of time and Mark plans to work on it over the winter. A Strategic Planning Committee will be formed to work with Mark as was done when he wrote the first strategic plan in 2014.

**CHAIR'S REPORT:** Shannon informed John that she would be resigning from the board. John proposed that since we had two candidates to fill Ann Canning's position, we consider

the second of those, Judy Kaminstein, to fill the vacant position. Lisa made a motion, seconded by Cheryl, to recommend to the Select Board that Judy fills the position. The vote was unanimous.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

The meeting was adjourned at 8:35pm by motion made by Lisa and seconded by Cheryl.

**NEXT MEETING:** Monday, October 18, 2021, 7pm, in person  
Agenda: Minutes  
Historical Society  
Friends Report  
Director's Report including strategic plan  
Wish list  
Other

Submitted by: Mickey Jervas, Secretary