

Accepted  
10/13/20

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held via teleconference call**  
**September 14, 2020**

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

Meeting was called to order 7:03pm.

**MINUTES:** The minutes of August 3, 2020 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.

**DIRECTOR'S REPORT:** Operations at the library remain stable. Minor adjustments have been made to the process of providing service to the public. We continue to quarantine incoming materials. People are happy to be able to come to the library and are more than willing to comply with regulations.

Compared to 2019, August statistics were only down 3% and September is well ahead to date.

Mark is still working on the State reports.

Work under the contract with our general contractor, Allegrone, has been completed and they have been paid in full. The same is true for P3, our project manager, and edm, our architect.

Mark and the Town accountant agree to the penny on distribution of building account monies. Interest earned on the MBLC grant funds is covering some costs and about \$1,200 of the LEED fee will be taken from the State Aid account.

The damaged deck railing has been taken down. Jacquier Welding, who has been contracted to construct the replacement railing, has been on-site several times taking measurements. Mark has been to their shop in Ashley Falls to see some of the shop work that is underway. Jose Miranda, who painted the interior of the old basement for us in January, will paint the fascia board where the old

railing had been attached. Money for this project will come from the insurance settlement for the damaged railing. The balance will be applied to other necessary work that falls outside the contract. This includes looking into addressing cracks in the ramp concrete where that railing is installed.

There is some excavation work requiring a small excavator that should be attended to prior to winter weather. Mark contacted several firms and found Roger Tryon was available to do the work. This project involves digging a trench for the gas line to the proposed generator site, completing the rain garden and installing a split rail fence along the river boundary. The latter two will complete work required by the Conservation Commission. The work and proposal from Roger were discussed by the trustees. A motion to accept the proposal was made by Shannon and seconded by Lisa. The roll call vote resulted in a unanimous acceptance.

Connie Wilson who hosts a Chair Yoga program which is sponsored by the Parks Commission, wrote the trustees asking if she could use the multi-purpose room Tuesday mornings beginning in November. She had been using the Community Center tent but needs an indoor location when the weather changes. She is aware of the limitations put on the number of students she will be able to serve in person and other regulations that are in place due to the pandemic and will follow them. A number of her students join via Zoom. Mark has also been receiving feelers from school students about using the space. Opening the library for limited browsing and limited computer use with no lingering has been a big step that is working well for Monterey library. Many libraries have still not opened their doors. The dedication of our staff and the willingness of our patrons to comply with regulations have made opening work here. Having an outside group use the space, even a local one, is a big step and one that we have to move onto with caution.

To start the conversation and remind us all of our goals, Mark read the Monterey Library Mission Statement to us. It was apparent that the Chair Yoga classes would fall within our mission. Questions and comments that followed included: Concern about use during times when the library is closed. The building was designed so that this is normally possible. What about cleaning all touched surfaces which the staff and volunteers do regularly during this Covid period. We would need a formal agreement. It should

be for a specific time period. It was pointed out that no indoor classes are being held at Berkshire South. Would this fit in with the governor's orders? What about the Board of Health? There was a lot of discussion. After our concerns were addressed, Lisa made a motion, seconded by Ann, to allow the Chair Yoga class to meet in the multi-purpose room, if Mark receives approval from the Monterey Board of Health and if this falls within the governor's guidelines. A formal agreement will be drawn with a time frame of November 1, 2020 through December 31, 2020, which time may be extended if all parties agree and if guidelines continue to allow the use. The roll call vote resulted in unanimous agreement.

**CHAIR'S REPORT:** John reviewed the status of the issue of vacation time for the library director. Emails to the town attorney and select board have not received responses.

**OLD BUSINESS:** Mickey reported on this year's non-browsing book sale which was held over three Saturday mornings in August. The team [Marya Makuc and Mickey] tried to fill orders as best they could to fit either the person making the order if they knew them, or a varied interesting selection if they didn't. Some orders indicated a subsection of a genre, such as biography, political, which added to the selection fun. A number of people have commented that they were surprised at and happy with the selections made for them. Receipts were good, about 40% of an average book sale. If need be, we could do this again, but we sincerely hope we can have a normal book sale next summer.

Mickey wants to thank Laurie Shaw, who sorts the children's books and Carole Clarin, who does the DVDs. They are an enormous help.

**NEW BUSINESS:** None

The meeting was adjourned at 8:00pm by motion made by Lisa and seconded by Ann.

**NEXT MEETING:** Tuesday, October 13, 2020 7:00pm  
Agenda: Covid-19  
Building program  
Financials

Submitted by: Mickey Jervas, Secretary