

Corrected and
Accepted
Jan 13, 2020

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
December 9, 2019

PRESENT: Shannon Castille, Ann Canning, John Higgins,
Mickey Jervas and Lisa Smyle

Via Face Time:

Absent: MaryPaul Yates

Library Director: Mark Makuc

Meeting was called to order - 7:06pm.

TRUSTEES: Ann, as chair, asked Mark to absent himself from the room so that the Trustees could have a separate discussion. Acknowledging the enormous amount of time that Mark spent working on the construction project and how much extra time he continues to work, the trustees have been concerned as to how to properly compensate Mark.

Discussion included the possibilities of a bonus, an increase in hours, an increase in pay above the normal 2% allowable by the Select Board. Any compensation would have to be made by inclusion on the Town Warrant at Town Meeting in May.

At 7:27 Mark was asked to join the meeting. Ann explained what our discussion concerned and what possibilities we had considered. Mark was absolutely opposed to a bonus but felt that an increase in hours was not only workable but in order.

MINUTES: The minutes of October 7, 2019 were accepted by motion made by Lisa and seconded by John

The minutes of November 18, 2019 were accepted by motion made by Shannon and seconded by Lisa.

The minutes of November 18, 2019 Executive Session were corrected and accepted by motion made by Lisa and seconded by Shannon.

Vote on all three was unanimous with no abstentions.

DIRECTOR'S REPORT: Mark has been contacting painting contractors to scrape, patch, clean and paint the original 1931 library basement. He contacted six different contractors. Several were not interested in the job and another did not have insurance. He received a bid from one and is waiting for a bid from the final contractor. By motion made by Lisa and seconded by John, the trustees unanimously approved bringing a maximum bid of \$2,500 to repaint the old basement to the Friends.

The check for the insurance claim against the damaged deck railing has been received by the town.

Mark invited a welder/metalworker who had been recommended to him to see the railing and discuss a replacement. Hopefully we can keep the price low enough to avoid having to put the job out to bid. Mark will contact two other metalworkers and ask them if they are interested and if so to bid the job. This work will not be done until late spring - early summer.

Mark met the new treasurer who told him they wanted to review with him all figures disbursed from building funds to confirm there were no errors.

There are still some issues with HVAC and lighting systems which Mark is working on with the appropriate contractors.

The State is going to digitize all copies of the Monterey News so they will be available to all on-line. Before doing that they need to put them on microfilm. In the meantime one of our volunteers reviewed all copies of the News to make sure they were in order and in condition to be handled.

Mark asked if we were going to send our usual donation to the Library Legislative Breakfast fund. By motion made by John and seconded by Lisa the trustees approved sending \$25 from the Memorial Fund.

A brief discussion on the needs for our fiscal 2020 budget was held. There are some items that we know will increase over previous years. Use of the new library is up and it is apparent that increased hours are needed. Some costs can not be accurately projected due to our short time in residence. We must always keep in mind that the State requires 20% of the budget be spent on circulating materials and that the overall budget be increased yearly by a minimum of 2.5%.

CHAIR'S REPORT: Ann had written the Library Report for the Town Annual report for Fiscal Year 2019. She passed copies out to all for our review.

There was a question as to whether the Mission Statement used had been approved in the past. Just in case it had

not been by motion made by John and seconded by Lisa the Mission Statement used in the report was adapted as the official statement.

OLD BUSINESS: Lisa reported on progress with the Legislative Breakfast which will be held at the Monterey Library on January 31st. We will receive \$1,000 from the Legislative Breakfast Committee to help cover cost. She has been in contact with five different caterers and has scheduled one to visit the library to discuss menu and set-up.

Discussion followed as to who from the town should be invited. Select Board and Finance Committee were the apparent choices.

NEW BUSINESS: None

The meeting was adjourned at 8:48pm by motion made by Shannon and seconded by John.

NEXT MEETING: Monday, January 13, 2019 7:00pm
Agenda - FY 2020 budget
Building progress
Legislative Breakfast

Submitted by: Mickey Jervas, Secretary