

Corrected or accepted
2/13/23

MEETING of the MONTEREY BOARD of LIBRARY TRUSTEES
Held at the Monterey Library and via Zoom
January 19, 2023

PRESENT: John Higgins and Cheryl Zellman
Via Zoom: Judy Kaminstein, Nancy Kleban
and Rebecca Wolin
Via Phone: Mickey Jervas
Director: Mark Makuc
Absent: No one
Guests: None

Meeting was called to order 5:00pm.
This was a special meeting with a limited agenda

DIRECTOR EVALUATION: Each Trustee and the director had received a copy of the Human Resource director's evaluation form, had completed it and returned it to John. As chair, John reviewed and collated the responses.

Communication received the most attention with a suggestion to expand communication to the town via social media. Giving the Trustees more context, a better explanation, when presenting information to us, especially that of a technical or mechanical nature, would be helpful. Mark sometimes thinks we know more than we really do.

STAFF JOB DESCRIPTION: The Trustees had not all received copies of the corrected staff job description for review. This item was put on hold for the next meeting.

POLICY SUB-COMMITTEE: Three old policies were either outdated or about to become redundant and were scheduled to be rescinded. The existing Food and Beverage, and Use of Building policies will be included in the new Use of Building policy. The Public Information policy of 2011 has been outdated since the new building opened and we have a bulletin board. A motion made by Mickey and seconded by Rebecca, received a unanimous vote rescinded all three.

A draft of the new Use of Building policy had been distributed to the Trustees for their review. A couple of the Trustees mentioned that they had some grammar corrections and other input. They will contact Mickey so

that she can incorporate the language and have the policy, minus the room's name, ready for the February 13th meeting.

The meeting was adjourned at 5:34pm by motion made by Cheryl and seconded by Judy.

NEXT MEETING: Monday, February 13, 2023, 7pm

In person and on Zoom

Agenda: Minutes
Friends report
Historical Society report
Director's report
Budget
Staff Job Description
Strategic Planning
Policy sub-committee
Other

Submitted by: Mickey Jervas, Secretary
with assistance from: Cheryl Zellman