

minutes accepted  
2/15/23

**MEETING of the MONTEREY BOARD of LIBRARY TRUSTEES**  
**Held at the Monterey Library and via Zoom**  
**January 9, 2023**

**PRESENT:** John Higgins, Mickey Jervas,  
Rebecca Wolin and Cheryl Zellman  
**Via Zoom:** Judy Kaminstein, Nancy Kleban  
**Director:** Mark Makuc  
**Absent:** No one  
**Guests:** Rob Hoogs, Historical Society  
and Sam Reggio

Meeting was called to order 7:09pm.

**MINUTES:** The minutes of December 19, 2022 were corrected and accepted by motion made by Cheryl and seconded by Rebecca. Vote to accept was unanimous.

**FRIENDS:** No report

**HISTORICAL SOCIETY:** Rob was pleased to report that the Historical Society will become the custodians of the Monterey Church's records dating back to the 1830's, which predates the Church current building. The Society plans to digitize the records so that they will be easily available to all.

A display on the various schools in Monterey throughout our history will be going up soon.

**DIRECTOR'S REPORT:** Mark picked up the gas insert appliance for the fireplace. Both the gas installer and mason have been notified. When their work is completed, the birch logs will be installed.

The Berkshire Legislative Breakfast is scheduled for Friday, January 27th, 8am, at Simon's Rock. Mark, John and Cheryl plan to attend. Since the Treasurer would not allow us to make a donation from our Memorial Funds last year, we will ask the Friends to do so this year.

**Time Clock:** We are now submitting staff and director work hours via the town time clock system.

On Thursday, May 4<sup>th</sup> the Massachusetts Board of Library Commissioners [MBLC] plan to hold their monthly meeting at the Monterey Library. The nine commissioners, who are

appointed by the governor, oversee library operations throughout the state and are a great resource. Since few, if any, meetings are held in the western part of the state, we expect that a number of local librarians and boards will attend.

**CHAIR:** BUDGET: John and Mark met with Susan Cooper, Select Board member, Michelle Miller, Finance Committee member and Melissa Noe, Town Administrator, on December 20<sup>th</sup>, to discuss our proposed FY24 budget. The meeting started with questions as to how the library operates. John explained that in accordance with Massachusetts General Law the Trustees are responsible for all operations within the library. We are empowered to spend all monies appropriated or gifted to the library. The board also hires and is the supervisor of the director. The director hires and is direct supervisor of the staff, under the guidance of the board.

As to the items on the budget, most questions referred to wages. Questions were asked as to why staff wages increased, and why the director was switched to a salary position rather than an hourly wage. The staff figures included the suggested 3.8% COLA raise, as well as an allowance for sick time, which equals \$1,706 for the year. Having Mark go to salary was originally suggested by a Finance Committee member. This would initially add \$0.55 per hour, just under \$700 for the year, or less than an additional half hour per week, but would lock in his pay. There would be no extra pay for extra hours. When Mark starts billing for all his time, per time clock operation, it is expected to increase more than a half hour per week. Some questioned if Mark's qualifications would qualify him for a salaried position. Since that meeting Mark met with several members of the MBLC. They assured Mark that his qualifications more than meet the standards required for a librarian in a town of under 10,000 residents.

On 12/21/22, Mark received an email directing him to return his pay to hourly wages and to compute staff time on a 52.2 week/year schedule. In the past Mark has used 52.5 weeks to allow for evaluation time, ethics and other training, and 12 trustee meetings per year when staff fills in for Mark. Mark recomputed the hours at 52.2 weeks and added the additional hours for the evaluation, ethics, etc. In addition, between their meeting on 12/20 and our resubmitting the budget on 01/03, complying with the budget committee's directives, Mark had received the HVAC service contract for the coming year. The contract fee has

increased from \$1,300 to \$4,290. The resubmitted budget reflects this change. The Town Administrator questioned the now increased budget.

The Trustees feel that we should pursue changing the director to a salaried position, which does not add a significant amount to the budget. This affects not only the current director, but our ability to fill the position when Mark steps down.

It was suggested that we invite the entire Select Board and Finance Committee, together with Town Administrator and Human Resource director to the library so that we can all sit down together and learn more about everyone's position, authority, goals and needs.

**JOB DESCRIPTION:** Mark had issued a proposed new job description for the staff. This was reviewed and some wording changes were suggested. Mark will re-draft the job description and present it at our next meeting.

**DIRECTOR EVALUATION:** The evaluation presented by Human Resources allows for a list of five job knowledge and skill factors to be inserted for each position. Mark and John agreed on five that are basic to the director's position. The trustees will each complete an evaluation form and present it at our next meeting.

John suggested holding a special meeting in two weeks to finalize the Building Use policy, staff job description and director evaluation.

John had drafted a letter to the four other groups [8 individuals] who are involved in the budget and evaluations processes, addressing the Trustees' position on the evaluation process, merit raise process and salaried position for director. It also contained an invitation to all of them to meet with us at the library to further clarify the individual responsibilities of all involved. A motion made by Cheryl and seconded by Rebecca to approve the concept of the letter was approved by all.

**STRATEGIC PLANNING:** The meeting scheduled for Wednesday January 11<sup>th</sup> has been rescheduled for January 18<sup>th</sup> as the original date conflicted with movie night.

The easel that is set up in the lobby asking for ideas for future uses of the library has been receiving some good input. We hope that more people will pass on their ideas.

**POLICY SUB-COMMITTEE:** The committee reported that a draft of the Use of Building policy was ready to be distributed to the Trustees. They will review this policy at a special Trustee meeting to be held on January 19<sup>th</sup> and hopefully approve it at their regular meeting on February 13<sup>th</sup>.

Mickey reminded the Board that the name "Multi-purpose Room" was just a place holder. In order to identify the room in the Use of Building policy we need to choose an appropriate name for this beautiful space before the policy can be adopted.

**OTHER:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** None

The meeting was adjourned at 8:55pm by motion made by Cheryl and seconded by Rebecca.

**NEXT MEETING:** Wednesday, January 18, 2023, 5pm

In person and on Zoom

Agenda: Meet with Select Board, Finance Committee, Town Administrator and Human Resource director all of whom will have been individually invited.

Thursday, January 19, 2023, 5pm

In person and on Zoom

Agenda: Director's evaluation  
Staff job description  
Discuss Use of Building policy

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