

Corrected & accepted
August 3, 2020

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
July 13, 2020

PRESENT Via Phone: Ann Canning, Mickey Jervas,
John Higgins, Lisa Smyle and MaryPaul Yates
Library Director: Mark Makuc
Absent: Shannon Castille

Meeting was called to order 7:00pm.

MINUTES: The minutes of June 8, 2020 were corrected and accepted by motion made by Lisa and seconded by MaryPaul. A roll call vote was taken which received a unanimous affirmative vote.

DIRECTOR'S REPORT: Final figures for year ending June 30th, are not yet available. Library use statistics look good, better than FY2019 even with the shut-down.

Aaron Singer, of Allegrone, texted Mark that he expects to be back to complete small punch list jobs and deck leveling this week [7/13-19.]

There has been no progress on building extras, such as generator, split rail fence along riverside of property to meet Conservation Commission conditions, lighting, etc.

The summer reading program is set for on-line participation. The Friends will donate \$5 to a local food pantry for each child who reaches the required reading goal.

The Saturday programs will mostly be recorded shows on-line. The magician will be live on Zoom.

The Institute of Museum and Library Services [IMLS] tested library materials with a corona virus and found that none survived 72 hours. Meanwhile, the MBLC is comfortable advising a 24 hour quarantine of materials.

Curbside delivery, approved by Governor Baker on May 18th, worked fairly well.

Three weeks later, on June 6th, the governor upgraded service. Patrons could enter the building but no browsing. That was essentially curbside delivery in the lobby which

worked much better. Everyone, staff and patrons, was happy to be able to actually talk masked face to masked face. Staff were able to discuss materials with patrons and retrieve them for them. Morale all around has been better.

Day by day Mark and the staff found ways to improve procedures. Now each staff member has a separate drawer for personal supplies such as pens, tape, scissors. All are fine with cleaning, including bathrooms, and a chart has been drawn up with a cleaning schedule. Each time an area or surface is cleaned the date, time and name of the cleaner is recorded. Delivery service has started with just a few books coming, more extensive delivery is expected by July 20th.

July 6th, 7 weeks after the announcement of curbside delivery, the Governor announced that we are entering Phase III of the Covid-19 shut down which allows for the library to be open to limited browsing. The MBLC sent their suggestions which Mark adjusted to fit the Monterey library. He developed a plan for this phase and sent a copy to each trustee. We will open allowing fewer people in the building than the square footage allows, but which seems more doable. Eighteen people, including two staff members, will be allowed at a time. We can adjust the numbers as is appropriate as situations change. Mark will have the sneeze guards ready in a few days. He will also mark the sidewalk and carpets to indicate six-foot distancing. Hand sanitizer will be on a table at the entry with a sign advising all to sanitize before entering. He expects to open for public browsing before week's end.

Lisa said that she was comfortable with opening for browsing and one by one all trustees agreed. John made a motion, seconded by Lisa, that we adopt Mark's plan for opening to browsing. A roll call vote was taken with all voting in the affirmative.

Chair's Report: Ann reported that the Friends wanted to join the trustees in getting a gift certificate for Esther in honor of her retirement from the library staff. It was agreed that this would work well, and all agreed something that could be for her horse would be great.

Election of officers was next on the agenda. Ann after serving well for the past year felt that family constraints made it necessary that she step down. With very little

discussion Lisa nominated John, who had held the position some years ago, to return to the chair's seat. MaryPaul seconded the nomination. A roll call vote was taken with all voting in favor. Again, with little discussion, Mickey was nominated by Ann to maintain the secretary's position. MaryPaul seconded the nomination. A roll call vote was taken with another unanimous vote in favor.

In accepting MaryPaul's resignation, Ann thanked her for her years of work on the board. Because of the times, and the fact that MaryPaul is in Georgia, we could not have our usual little party. But we could each lift a glass to her - distancing - and Ann let her know that there was something in the mail for her. As for her work with the Knox Gallery shows, MaryPaul assured us that she would continue with that.

With very little discussion, Ann nominated Esther Heffernan to fill the board position vacated by MaryPaul. As a now former staff member, she is uniquely qualified. Mickey seconded the nomination. Another roll call vote was taken with once again unanimous affirmation. In accordance with Mass Law, the trustees will inform the select board of their selection to fill the vacancy.

Ann brought up an email received by the board from Don Coburn, Select Board Chair, asking for comments and/or suggestions for changes from various boards to the budget process used for the FY21 town budget. It was asked that response be made immediately. This is not an issue that can be answered without a lot of thought and discussion. As new chair of the board, John will advise the select board that we will take up this serious matter at a later date.

Old Business: At our May 11th meeting the trustees decided that a proper way to compensate Mark for all the added burden of the past five years in making a new library a reality and all the continuing stresses was, after 15 years in the position of director of a major department in the town, to include a two week vacation in his contract. As guardians of the library budget and all things library we didn't think this was a problem. We were informed this was not the fact. On July 1st, John and Mickey attended the select board meeting. They were informed that as Mark's position only pays for a 23 hour week, he is not considered a full time employee, which requires 35 hours/week, and

therefore in accordance with the Town Employee Manual and Town By-Laws he is not a "permanent and full time employee" and not eligible for any paid vacation time.

In order to achieve something that should be a given, we will have to work for a change in the by-law.

New Business: Marya Makuc, on behalf of the Friends, approached Mickey about the possibilities of a book sale for this year. They met in the library basement, where all the donated books are sorted, on Sunday, July 12th, and discussed how it can be handled. It will be different and a bit difficult, but isn't everything this year? Hopefully people will enjoy the Covid-19 book sale!

The meeting was adjourned at 8:30pm by motion made by Ann and seconded by MaryPaul.

NEXT MEETING: Monday, August 3, 2020 7:00pm
Agenda: Sign Mark's contract
Covid-19
Building program
Book Sale

Submitted by: Mickey Jervas, Secretary