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7/1/19

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held in the Monterey Fire House Classroom
Temporary headquarters of the Monterey Library
June 10, 2019

PRESENT: Ann Canning, John Higgins, Mickey Jervas,
Lisa Smyle and MaryPaul Yates
Absent: Shannon A Castille
Library Director: Mark Makuc
Building Support Team: Dan Pallotta - P3, OPM
Guest: Julie Shapiro
Visitor: Peter Chait

Meeting was called to order - 7:03pm.

Building Support Team: Dan updated us on progress. One to one and one-half weeks of construction work remains. Commissioning agent was on site 6/10 to check electrical and mechanical systems. He will submit a report when his work is completed. Architects EDM will formulate a punch list this week of all physical items that need correction. P3 will monetize these items so that hold-back funds are sufficient. A balance still remains in the budget to cover outstanding change orders and other odds and ends. Although there will be some outstanding issues, including the railing for the ramp, substantial completion can be expected at the end of the construction period. Pending outstanding paperwork in the form of as-builts, etc., a temporary Certificate of Occupancy will be applied for before month's end. The roof warranty has not yet been issued but is expected shortly.

Dan completed his presentation, answered all questions and was on the road by 7:25.

Visitor: Peter Chait told us that he has a 27" wide x 7' long table top that he would like to finish and donate to the library. He has different style legs that he will attach and has the capability to carve something, such as the Town seal or the library logo, into the top. We asked if we could delay a response while we figured out how and where we would be able to place this generous offer. We explained that we were in the process of working out a gift policy. He understood and said he just wanted us to know about the table top.

Director's Contract: Mark's contract for July 1, 2019 through June 30, 2020 was presented and discussed. John moved that we accept the contract as written. MaryPaul seconded the motion. All voted in favor and two copies of the contract were signed by Mark and all trustees present.

DIRECTOR: Libby Wolf has a Cultural Council grant to plant native plants and would like to use it at the library. At this time we do not know what, if any, plants we will be installing. We do not want to take on plantings that require maintenance. Blueberry plants required by the Conservation Commission Order of Conditions have been planted under the building contract. We will let Libby know that unfortunately we can not accept her offer at this time.

Rob Lee, the commissioning agent, was on-site 6/10. He worked on lighting, heating and strobes. He thinks lights on the back ramp/path are required by code.

Mark asked MaryPaul if she had a date as to when the furniture ordered on May 14th for the event seating and new library would be delivered. She thought probably mid-July but did not have a date. Mark will follow up with Jenn at PSI.

Mark needs to set up procedures with Ann for signing documents, most pertaining to payables that need to be submitted to the accountant in a timely manner. Lisa explained how she handled the technical end of the signing. She also agreed to stand as alternate in the event Ann is not available to sign. John made a motion that Lisa be appointed the alternate signer, Lisa seconded the motion. All voted in favor.

Mark was notified Saturday by a resident at Brookbend Condos that the exterior lights were on all night and were very bright. Mark saw that they still on while driving home. He turned them off but is having trouble resetting the timer. He explained to the resident that we didn't even know they were turned on. She understands and is happy that Mark is working on it. This is just one of probably many things that will need to be ironed out as we take over the new facility.

There is a large maple tree on our side of the boundary with Brookbend that is shedding large branches, Mark has gotten one estimate for removing it and will seek another.

CHAIR'S REPORT: Ann reported on the latest Friends meeting. A committee has been set up to plan for the Grand Opening which met before the full Friends meeting. Everyone has an assigned task and it looks like it will all come together.

Discussion on pop-up parties to support the Friends was discussed at the full meeting. Sue and George Cain are planning a wine and cheese party. Mark was asked to speak at this gathering.

Several people have shown an interest in obtaining some of the library book cases. There is no set price. They are being offered on a by-donation basis.

Friends who had not previously seen the new library furniture and event chairs that were ordered would like a chance to see them. Ann will bring the plan board to the next Friends meeting.

OLD BUSINESS: Copies of the "Hours of Operation and Pay Scale" policy which was established September 9, 2013 were distributed and reviewed. It was decided to remove the reference to an upper level of pay permissible. Lisa made a motion to accept this change, John seconded the motion which was unanimously accepted.

Lisa had researched library policies for acceptance of donations as well as food and drink usage. She had hand outs which were discussed and will draft policies for our review.

NEW BUSINESS: None.

MINUTES: The minutes of May 13, 2019 were corrected and accepted by motion made by John and seconded by MaryPaul. The corrected minutes were unanimously accepted.

The meeting was adjourned at 9:08pm by motion made by Lisa and seconded by John.

NEXT MEETING: Monday, July 1, 2019 7pm
Agenda - Building program
FY20 Wage Rates

Submitted by: Mickey Jervas, Secretary