

Approved
3/9/20

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
February 10, 2020

PRESENT: Shannon Castille, Ann Canning, John Higgins,
Mickey Jervas and Lisa Smyle
Via Face Time: MaryPaul Yates
Absent: no one
Library Director: Mark Makuc

Meeting was called to order - 7:05pm.

MINUTES: The minutes of January 13, 2020 were corrected and accepted by motion made by Lisa and seconded by John. The minutes of January 30, 2020 were corrected and accepted by motion made by Lisa and seconded by John.

DIRECTOR'S REPORT: Construction Report:

1. Chimney - The problem with water seeping in will be repaired under the contract.
2. Lighting - Wattstoppers made a second visit and found that the most recent problems were caused by a firmware issue which has been corrected. The three main areas are now working manually on one switch each.
3. HVAC - Mark now has a way to turn the heat on manually if need be. The humidifiers are not working so the air in the library is overly dry.
4. Deck Railing - John Graney, of Graney Metal Design, visited the library and is working out his plan for replacement. We received an estimate from GG Custom Metals who made and installed the handicap ramp railing. John Jacquier, of Jacquier Welding, made a mock-up of what he felt was best suited for our needs. He is working out a price.
5. Budget - Mark is working with the town treasurer to confirm expenditures and balances.

The South Berkshire Kids play group which has been meeting on Friday mornings in the children's area since the beginning of the year is going well. Starting in March they plan to switch to Mondays from 10-11:30.

Circulation. Comparing year to date 2020 to the same time frame in 2019 adult books and videos are up slightly. We have increased subscriptions to periodicals and their

circulation is up. In addition periodicals are being enjoyed by visitors who can be seen lounging in a chair perusing the various choices.

The biggest change, which is something we were all hoping for, is in the circulation of children's books and videos which have seen a 50% increase.

An AA group contacted Mark asking if they could use the multi-room space for a men's meeting on Thursday nights. All of the trustees expressed a willingness to help this group - until the issue of smoking came up. It seems AA meetings usually take a smoke break mid-meeting. Mark will inform them that there is a no smoking or vaping on any municipal property policy.

Mark and Mickey met with the Select Board and Finance Committee on February 5th to present an updated budget which showed an increase of 10 open hours. Nine hours would be staff time; an additional 1 hour would be incorporated into Mark's time. This added expense necessitates an addition to cost of circulating materials which in accordance with MBLC regulations must represent 20% of the library budget.

Mark will be attending a census training course in Lenox on February 19th.

As secretary of the Friends, Carole Clarin is handling their thank you notes which include tax deduction information.

CHAIR'S REPORT: Ann reported on the latest Friends meeting. The Friends would like to meet with the trustees at our March meeting to discuss wants and needs of both groups. The Friends would like to sell coffee [using a Keurig-type machine] and possibly other items. Ann had asked the Friends if Mark could have a discretionary spending account of \$200 to purchase unbudgeted items. What time frame there would be for each spending and other questions arose. Mark suggested that he could give Franny Huberman, president of the Friends, a call if he needed to access this account.

OLD BUSINESS: Lisa reported on the Legislative Breakfast which went very well. Copies of paperwork concerning state library funding, which was available at the breakfast, were handed out. Alex Reczkowski, head of the breakfast

committee, sent a note thanking her individually and the library for acting as this year's hosts.

Lisa was thanked from the floor for the work she did in organizing the event and for her excellent MC job.

NEW BUSINESS: MaryPaul wanted to thank the trustees, the Friends and especially Paul DePreter, for making possible the purchase of pedestals for Knox Gallery display of three dimensional pieces.

The meeting was adjourned at 8:28pm by motion made by Shannon and seconded by Lisa.

NEXT MEETING: Monday, March 9, 2020 7:00pm

Agenda - Friends present - Discuss needs and wishes
for both groups
Town Meeting Discussion
Building progress

Submitted by: Mickey Jervas, Secretary