

Accepted  
2/10/20

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held at the Monterey Library**  
**January 13, 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 December 9, 2019 were corrected and accepted by motion made by Shannon and seconded by Lisa.

**DIRECTOR'S REPORT:** Painting of the original basement area has been completed and it is now useable. Thanks to the Friends for supporting this project.

It is possible that the Historical Society could use this space for storage of their artifacts. Mark will discuss with Rob Hoogs of the society who is currently storing these pieces at his home.

Last week Mark spent two different days with the electrical contractor and Wattstoppers trying to solve ongoing issues with the automatic lighting. The automatic feature of the multi-purpose room lighting has been eliminated. While it was nice to have the lights go on when you entered, it was annoying to have them go off during a meeting or go on while watching a movie. The switches are complicated, but hopefully not beyond the capabilities of our patrons. The dimming sensors in the children's section have been eliminated. However, now the lights won't turn off. One of the sensors in the basement wasn't working so it was switched to another location where it does work. Solve one problem only to expose another!

Work with the HVAC system is progressing - slowly.

Mark has been working on construction expenditures to proof final spending and balances. He has had several conversations with the new accountant and new treasurer. So far they seem to want to be helpful

The Bidwell House approached Mark about holding a talk on the Knox Trail at the library. Mark asked if they planned to charge admission. As this talk is scheduled for their non-optimal season there will be no charge but a donation jar will be available.

Mark is concerned about the fact that the library is a free public space available to all. The Trustees asked what other local libraries do. Some do have events where a fee is charged. This is another instance where we will have to explore our outlook for our library and craft a policy. In the meantime, since the Bidwell House will not be charging a fee it will not be a problem.

Mark reminded us that the MBLC will be holding their May meeting at the library and that in accordance with the contract signed when they issued our construction grant we are to have a plaque showing that funds were provided by the MBLC. His question to us was do we also want to acknowledge the support of the taxpayers and Friends and should it be on this or a separate plaque? Another problem to ponder!

The Kids Play Group has been operating for two Fridays so far. At the first, two Monterey toddlers attended with their mothers and at the second two four year olds. The older children came from Sheffield and Sandisfield. It was mentioned that there are sites online that advertise various groups. Some of the trustees will look into advertising our group on appropriate sites. Contact with South Berkshire Kids will be made to see what would be acceptable to them.

Mark handed out a Profit and Loss sheet comparing the first half [7/1-1/13] of FY19 with FY20 so that we could work on figures for our FY21 budget.

Discussion of FY21 budget followed. Running the new building does cost more. While it appears that fuel will remain about the same, electric is up substantially. Mark has been trying to get bids for various maintenance contracts. He has not been able to get any firms to bid on maintenance of the heating system although two companies have said they will send bids. Hopefully he will have enough information available to present to the Finance Committee and Select Board when we meet with them in two days.

Our new facility has brought expanded interest in and uses of the library. It is no longer just a place to come to take out reading materials. This is now a busy place. Patrons are making greater use of the computers; the small studies are seeing activity for quiet study and tutoring. People are here for posted meetings and just catching up in informal gatherings. It is now common to walk in and see someone relaxing in a chair reading a magazine. And circulating material is circulating at a higher rate! This makes us all happy and makes us realize that we have to extend our hours. How many and when is something we need to decide. Of course if we try something and it doesn't work, or we see another need, hours of operation are changeable. Mark told us that one hour of staff time for a full year will cost \$1,000 - plus an added 20% in circulating materials as required by the MBLC.

The library was designed to meet handicap accessible codes. The new entry door meets code as it is lightweight. A handicap door opener is not required. But we all realize how difficult it is for someone using canes, or any other device, to pull a door open and then walk through it. So, we have had a commercial grade door opener installed with a button on the column as you approach the door and one on the door frame as you exit. The first day it was in operation Mark received a big thumbs up from one of our patrons.

**CHAIR'S REPORT:** Ann has received notification from the MBLC that the library been certified to receive State Aid to Public Libraries for fiscal year 2020. The first payment of \$1,081.19, representing approximately one-half of the total, should have already been transferred to our State Aid account. The balance will be sent by the fourth quarter of FY20.

**OLD BUSINESS:** Lisa reported that Soma Catering will be handling the catering for the Berkshire Legislative Breakfast. She met at the library with Loretta Tenuta of Soma to review the set-up and menu. A deposit has been paid by the Breakfast Committee from the \$1,000 that they pay toward the breakfast costs. We will supply the table cloths which are being rented from Mahaiwe Rental. Lisa has other details well in hand.

**NEW BUSINESS:** Mickey reported on the Conservation Commission meeting that she and Ann attended on January 8<sup>th</sup>. On the agenda was a hearing on the Monterey General Store's Notice of Intent for revisions to their existing septic system. The plan was reviewed and discussion on details held. The existing wall surrounding the current field will remain intact. Machinery will be brought to the field via the east side of the store. Mickey pointed out that no permission would be granted for machinery to approach via the library parking lot. She also asked Chris Tryon, the engineer for the project, to meet with Mark prior to start of work so that everyone may understand how and what will happen in the small joint space between the store and the parking lot. There were no objections to her requests, nor in the end were there any to the project. Permit was granted.

The meeting was adjourned at 8:46pm by motion made by Lisa and seconded by John.

**NEXT MEETING:** Monday, February 10, 2019 7:00pm  
Agenda - Finalized FY 2021 budget  
Building progress  
Legislative Breakfast - Results

Submitted by: Mickey Jervas, Secretary