

Corrected &
accepted
6/16/19

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Temporary headquarters of the Monterey Library
May 13, 2019

PRESENT: Ann Canning, John Higgins, Mickey Jervas,
Lisa Smyle and MaryPaul Yates
Absent: Shannon A Castille
Library Director: Mark Makuc
Building Support Team:
Rob Todisco - P3, OPM
Friends of Library: Julie Shapiro

Meeting was called to order - 7:16pm.

Building Support Team: Rob updated us on progress. Completed, near completion and underway: trim, entrance concrete, plumbing, walkway prep. Carpet installation and parking lot surface to be done later. Foundation drains open and working.

There is a good balance in the contingency fund plus some money in other Owner Expense line items which can be applied to some change orders and other charges still outstanding. Finances look good.

The concern about the drop-off at the back of the septic system was addressed. Cost to have the site work contractor install a three rail split rail fence on top of the retaining wall will be about \$1,500+/- . MaryPaul recommended adding garden fencing to the backside of the rails as a further deterrent. Ann made a motion, seconded by MaryPaul to move forward with adding a three rail split rail fence on top of the septic system retaining wall with the addition, at an added cost, of black or green vinyl coated metal garden fencing. Vote was unanimous.

A proposal for planting native grass in the library lawns was emailed to the library by a neighbor. Discussion about using this seed, whether it can be substituted for specked seed and at what cost at this point in the project followed. Rob will take up this matter with Aaron, on site job supervisor. In the meantime a thank-you and update will be sent to the neighbor.

Rob did not know if the furniture order had been placed. In order avoid any further possible delay MaryPaul will

forward the final list to Mark who will confirm its status with Jenn, of PSI, and place the order if necessary.

Rob was done and able to leave at 7:40.

MINUTES: The minutes of April 8, 2019 were corrected and accepted by motion made by John and seconded by MaryPaul. The corrected minutes were unanimously accepted.

DIRECTOR: The propane tank will be installed underground shortly and will need to be filled both in order to keep it from popping up and for testing the furnaces. Carlson Propane in Sheffield has been supplying Allegrone all winter and supplies the Community Center. There are no other municipal propane users at this time. Pat Carlson called Melissa to check on protocol and was told that the cost would have to be bid. This level simply requires three phone bids. Carlson bid \$1.59/gallon, Mirabito \$2.41 and Pioneer \$1.99. John made a motion to accept Carlson's price to fill the tank with no further commitment. MaryPaul seconded and the motion passed unanimously.

Mark has been researching outside lock boxes so that books, DVDs and museum passes can safely be left outside for people wanting access to these products after hours. The boxes need to be weather tight and have an electronic lock that the staff will set for each box pickup. Mark checked various sources to no avail. Aaron recommended a metal fabricator in North County who sent a proposal for a waterproof eight box unit at \$6,184 plus the electronic locks. Ann made a motion to spend about \$6,500 for the lock box unit plus the cost of electronic locks. John seconded the motion. All voted in favor.

Mark bought up another expense, a bike rack. Everyone thought this was a good idea but wanted to put off further discussion till June's meeting.

There are several policy issues that need to be visited, or revisited, such as food and drink in the library and donations. We have a good working policy about donations of books, etc. but need one for other gifts people might want to donate. Lisa said that there are policy guidelines for donations and that she will do the research.

CHAIR'S REPORT: None

OLD BUSINESS: None

NEW BUSINESS: Ann made a report on the April Friends meeting. They discussed sale of library property not needed in the new facility that the Friends are authorized to sell. The largest items will be the bookcases. They could be offered on-line or by email. Hopefully purchase commitments would be made prior to our move and picked up as soon as we move. Ilene Marcus will head this project.

Sue and George Cain have offered to host party as a pop up fund raiser for a maximum of 50 people.

The Grand Opening was discussed. July 27th, Steak Roast Saturday, was mentioned and agreed as the possible date. Various needs such as guest list, food, invitations, etc. were discussed. A small committee will meet to iron some of these matters out.

Ann has reached out to Dan, our OPM, about big scissors for ribbon cutting and what else we need to be considering. Shannon has offered to help with the media release. The Grand Opening group will meet right before the 5/20 Friends meeting.

Ann handed out proposed talking points on color and finishing choices.

Mickey presented an addendum to our architect's agreement for the Trustees signatures.

ELECTION OF OFFICERS: Lisa declined to serve another term as chair. When asked, John also declined and nominated Ann. MaryPaul seconded the nomination. Ann agreed to serve when Lisa offered her support. All voted in favor. John then nominated Mickey to another term as secretary which was seconded by Ann. This nomination also passed.

The meeting was adjourned at 9:15pm by motion made by Ann and seconded by John.

NEXT MEETING: Monday, June 10, 2019 7pm
Agenda - Building program
Multi-purpose room furniture & bike rack
FY20 Wage Rates
Wage and other policies
Director's contract
Friends Report
Submitted by: Mickey Jervas, Secretary