

Corrected &  
approved  
11/16/20

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

**PRESENT Via Phone:** Ann Canning, Shannon Castille,  
Mickey Jervas, John Higgins and Lisa Smyle  
**Library Director:** Mark Makuc  
**Absent:** Esther Heffernan  
**Member of the Public:** Steve Moore, Editor  
Monterey News

Meeting was called to order 7:04pm.

**MINUTES:** The minutes of September 14, 2020 were accepted as written by motion made by Ann and seconded by Lisa. A roll call vote was taken and received a unanimous affirmative vote.

**NEW BUSINESS:** Covid-19 Response. Steve Moore presented. Steve had noticed a small child in the back of a car late one recent afternoon, working on an iPad. He realized that afternoons would soon be colder and darker and thought that the library multi-purpose room might be available as a study space outside of library hours. Steve approached the select board. Don Coburn told him that this fell under the purview of the trustees. Don also told Steve that the town might have Covid money available to cover some costs. Among Steve's thoughts were that volunteers could staff study hours.

John opened the matter for discussion, first asking Mark for his input both because he is the director and second since Mark had spent many hours formulating the process for opening the library, he is most familiar with the process. Mark remarked that many parents have already found solutions to filling the needs for their children's education. In addition, we might have to hire cleaners to come in after every session. Every surface that has been touched must be cleaned, without fail. This includes tables, chairs, door handles, bathrooms and more. Monitors would need to do more than just sit there. They would have to know the building, understand the alarm in case it went off, understand the lighting. And, if cleaners were not hired, they would need to be fanatical cleaners. There is a cleaning schedule that needs to be adhered to and a form completed with each cleaning. If children were to be at the library for an extended period of time and needed food, they would have to bring it from home. If parents were to

drop off children, would we need a signed release of liability. Due to the reduced number of people allowed in the building at this time, if parents were to remain with the children, that would reduce the number of spaces available for students. School children who are involved in remote learning are typically on-line from 8AM to 2:30PM. Melissa has said that Covid money is limited and that stock piling supplies, such as masks, is not permissible. We had budgeted for added hours in our FY21 budget and have planned to use them Wednesday and Friday mornings, November through April. This would allow for people to enter to check emails and other needs. If we are to open for school children there will be a lot of added work, Mark requested that there be a volunteer coordinator to run the program.

The trustees all weighed in generally agreeing with Mark's presentation. Added were a concern that non-staff monitors might not act in as safe a manner as we have found necessary. Also, that volunteer monitors should be Cori certified. While we felt we owe it to the town to provide needed services, it can only be if they can be safely supplied. The question that needs to be answered is exactly what do people need to help their children continue to obtain the education they are due.

Steve said that rather than put this in the Monterey News he would put it out on the Monterey Community Google Group. John thanked Steve for bringing this to our attention and looked forward to his findings. Steve signed off.

**DIRECTOR'S REPORT:** As noted above, after discussion with the staff, Mark has decided to add morning hours on Wednesday and Friday for November through April. This would fill a need for people needing to access their emails and other business throughout the winter months.

He has been working with Connie Wilson to put together an agreement for her chair yoga sessions.

All necessary documentation was completed and application for final payment of the MBLC grant fund was submitted. Payment was received by the accountants on Friday, October 9<sup>th</sup> and will be applied to principal payment of the library loan.

The deck skirt was painted and the new deck railing has been installed. Mark sent pictures to the MBLC, Allegrone,

EDM and P3. Very positive comments were received after they were viewed.

On October 7<sup>th</sup>, Mark, John and Mickey joined the Select Board on the phone for their scheduled meeting. Mark discussed completion of the installation of the replacement railing and its costs. He then asked that the balance of the funds received from the insurance settlement be available to the library to help complete the project. The Select Board voted unanimously in favor of the request.

Roger Tryon is scheduled to start work on the ditch for the generator gas and electric lines. Work to complete the Conservation Commission Order of Conditions was put on hold as the commission felt that we needed a written amendment to the conditions. Mark will present this at their next meeting [tomorrow, 10/14/20].

Mark then reviewed the FY20 statistics which had been emailed to the trustees. Shelving space in the new library is greater than in the old space so we have been able to increase our holdings in all categories. Circulation has also increased. Children's book circulation has increased by 98%.

Mark then reviewed the financials. In the general category he pointed out CWMars charges were \$800 less than the previous year. This is because on-line access, which had been a part of CWMars bill, is now provided by Fiber Connect at no charge. There was \$57 leftover in the budget. Money had to be transferred from general to payroll because of confusion on presentation of the budget to Town Meeting in May 2019.

In the construction account, we have spent the \$3,100,000 appropriated, plus the interest earned in the MBLC grant funds account. Interest in the construction loan account [\$6,000+/-] is available to the town.

Our special accounts show the following balances as of June 30, 2020:

Abercrombie -	\$10,613.76
Memorial fund -	2,862.09
State Aid -	13,427.08

Since that date \$846.10 has been applied toward construction costs from the State Aid account.

The governor is loosening up restrictions on libraries. However, Mark feels that we can hold off on making any changes at this time. The staff and Gould Farm volunteers are doing well and people using the library are comfortable with our process.

Mark was approached by Dominic Stucker of Multicultural Bridge about having the library endorse this project. John thought the trustees would like to hear directly from Stucker and be able to get more information on the project and what was expected of the library. Mr Stucker will be invited to the November meeting.

**CHAIR'S REPORT:** At the select Board meeting on October 7<sup>th</sup>, vacation time for the director was also on the agenda. John reported that both the select board and the library will be gathering more information and documentation to see how this can be legally accomplished. It will be reviewed again when the budget is presented to the select board.

**OLD BUSINESS:** None

**NEW BUSINESS:** See above

The meeting was adjourned at 8:20pm by motion made by Lisa and seconded by Shannon.

**NEXT MEETING:** Monday, November 16, 2020 7:00pm  
Agenda: Dominic Stucker, Multicultural Bridge  
Director's Report  
Covid-19  
Building program

Submitted by: Mickey Jervas, Secretary