

Accepted  
7/17/17

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held at the Monterey Library**  
**June 5, 2017**

**PRESENT:** Shannon A Castille, John Higgins, Mickey Jervas  
Beth Reiter, Lisa Smyle and MaryPaul Yates  
Library Director Mark Makuc  
Absent - no one

Meeting was called to order - 7:08pm.

**ELECTION OF OFFICERS:** By motion made by MaryPaul and seconded by John, Lisa was nominated for re-election as Chairman of the Board. By a second motion made by Lisa and seconded by John, Mickey was nominated for re-election as Secretary. The vote for both positions was unanimous.

**MINUTES:** The minutes of May 8, 2017 were corrected and accepted by motion made by John and seconded by MaryPaul.

**DIRECTORS REPORT:** Mark is in the midst of year end work. The town accountant is now a firm in Boston and Mark has to submit all work and questions to Melissa who forwards them to Boston, hopefully this turns out to be less cumbersome than it sounds. The accounting firm wants all year end information by noon on June 28<sup>th</sup>. Mark is concerned about outstanding materials that may be received between the 28<sup>th</sup> and the 30<sup>th</sup>. Our three accounts - payroll, maintenance and general - all seems to be coming in close to budget.

Right after the Town meeting Clark sent a request to the Select Board and Mark for copies of the certified town vote, town audit, etc. in order to start work toward financing. Town Clerk is working on gathering the requested information.

The MBLC will be meeting on July 13<sup>th</sup> at 10am. This is the meeting when libraries chosen for the building grants will be announced. Winning libraries will be notified by email after the close of the meeting.

During a conversation with Mark, Shawn Tryon asked about the possibility of the library using the closed Monterey school house during our construction. Mark told Shawn that this is at least a year down the road. Shawn mentioned

that the Select Board wanted to be sure that the building was safe to use if we planned to do so. When the New Marlboro library had a fire a few years ago they rented a trailer during construction which worked out very well. We have some time to chose the best plan of action for all concerned, not just the library but for the whole town.

In the event we are awarded a grant by the MBLC last month Mickey raised the issue of an MOU between the Select Board and the Trustees defining the responsibilities of each from the time a grant is awarded through completion of construction. Mark spoke to Dan Palotta who has been through this many times and has seen problems arise with Select Boards and Town Administrators. He felt that an MOU was not out of place, but to keep it simple. Mickey spoke to Jeremia Pollard who agreed that it was a good idea. He suggested we draft one up and give it to the Select Board for their review. They could next pass it on to him for approval. It would be a good idea to have this all in hand so that it would be ready to be signed if we are awarded a grant on July 13th. Discussion followed as to what needed to be covered: All decisions as to contracts and structure; control of financial matters. Who would represent the library: The building committee, which consisted of Ben Kreider, Kenn Basler, Mark and Mickey? Expand committee to include balance of trustees, formally or informally? Both Mark and Lisa will sign warrants for payments to venders and contractors. Etc. Mickey was asked to start a draft.

Hume has expressed an interest in making a donation to the library. They may also have some people available to do volunteer work, which may be very helpful at the book sale.

**CHAIRMAN'S REPORT:** Lisa presented Mark's FY18 contract, which was only changed to reflect the new dates and the standard FY18 pay increase of 2%. The Trustees signed duplicate copies of the new contract.

Next the conversation moved to the book sale, which is fast approaching. While it almost runs itself, there are decisions to be made and people contacted to see if they will be able to help. Lisa will get the food for the volunteers, again. Mark will remind Marya that the Friends should have a meeting soon to discuss everyone's part.

After our discussion about serving alcohol at art show openings, Lisa checked out the regs for alcohol at the Mason Library and found them a bit more complex than originally thought. MaryPaul felt they were not very onerous but that as the Trustees were not supporting the idea she is inclined to drop it. This should probably be revisited when we review all policies.

**OLD BUSINESS:** None

**NEW BUSINESS:** John wished to bring to our attention listings in the Berkshire Week and Berkshire Eagle season programs paper for events at the Monterey Library. It seems that we are having video game times for teens and a number of adult programs - all at our library on the Pacific Coast Highway. Woops! It seems that Monterey California has crossed paths with Monterey Massachusetts once again.

The meeting was adjourned at 8:14pm by motion made by Beth and seconded by Mickey.

**NEXT MEETINGS:** Monday, July 17, 2017 - 7:00pm

Agenda - MBLC grant awards  
MOU, if necessary  
Building program up-date

Monday, September 11, 2017 - 7:00pm

Agenda - Review year end financials and attendance  
Book sale receipts

Submitted by: Mickey Jervas, Secretary