

Corrected - Accepted
September 11, 2017

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
July 17, 2017

PRESENT: Shannon A Castille, John Higgins, Mickey Jervas
Beth Reiter, Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent - no one
Guests - Colleen Johnson, Friends of Library
Kenn Basler, Select Board

Meeting was called to order - 7:08pm.

MINUTES: The minutes of June 5, 2017 were accepted by motion made by MaryPaul and seconded by John.

DIRECTORS REPORT: New accounting firm seems to be going alright. Mark is able to e-mail directly to them eliminating the extra step of going through Melissa at Town hall. Justin, head of Bay State Municipal Accounting, visited Town hall and Mark was able to meet with him to discuss various operation questions. Payroll now requires an actual time sheet, signed by the employee and supervisor. Mark can sign the employees' sheets as supervisor if permitted by the Trustees, but not his own. In accordance with the Massachusetts Modernization Bill all warrants need to be signed by a trustee, unless another party is designated to act on their behalf. There was discussion on the logistics of getting a trustee to sign warrants on Sunday nights after Mark has completed them. Since Mark presents us with detailed financial reports at least semi-annually, and discusses finances in-between, it was agreed that Mark should be able to continue to sign the warrants.

John made a motion that Mark be designated as the signatory for all warrants and time sheets except his personal time sheet. Any trustee can sign Mark's time sheet as supervisor. The motion was seconded by Beth and passed unanimously.

Fiscal 2017 year end budget work was completed with a few small transfers between individual library accounts. \$505.63 from State Aid funds was used to pay a late arriving telephone bill and to purchase 2 iPads and a new lap top all for public use. \$747.73 from the Abercrombie Funds went toward more e-books.

Permanent employees were evaluated and all received a small wage increase.

Mark informed us that a Thursday afternoon shift was missed. Esther had asked for the day off, there was a mix up with the e-mail sent, so no one covered the two hour shift. Mark owned the error and we said now we have a negative for his annual evaluation.

Three of the summer programs have been presented with good turn out for all. The astronomer had fewer children but one boy was exceptionally versed in mythology and the program ran well over the scheduled time.

The announcement as to our rating for the MBLC grant was received by e-mail July 13th, followed by a written letter. Monterey was ranked 11th of 33 placing us 2nd on the wait list. We were advised that we had met all criteria in the review process and were recommended for funding. MBLC staff will meet with us in early Fall to discuss design modifications identified by the Review Team.

Discussion on how we were to proceed followed with proceed being a key word. Since we now know that we will receive funding, just not right away, we want to continue to move forward. First order of business was did we want to continue working with Owner's Property Manager, Dan Pallotta of P3 and architect, Tim Eagles of EDM. We felt that both Dan and Tim worked well with and for us, continuing to work through the fall after their prescribed work had been completed. So, a motion to ask Dan and Tim to proceed with the next stage in the development of the building process was made by John and seconded Mickey. The motion passed.

Since grant funds will be delayed we will need privately raised funds to continue moving forward now. A discussion followed on the hows and whys of fundraising with all present participating. The grant application included a line asking how much we planned to raise privately. The Trustees had discussed this over time and felt that \$200,000 was a reasonable amount to expect and that is the figure entered on the application. We just thought that fundraising would occur later rather than sooner. The Friends have approximately \$50,000 on hand for the project so the amount we need right now will be reduced by that amount.

John moved that "The Trustees continue to encourage raising funds to continue design and site permitting work in anticipation of the disbursement of State Grant funds." Mickey seconded the motion which passed.

Through the Friends, Wendy Germain received a grant from the Housatonic Foundation to transcribe the videos that she made over the past year or so with various Monterey individuals and groups on different aspects of life in Monterey. Transcribing the videos will make them available for search purposes. Wendy knew of Joe Makuc's skills in this field, in fact he is able to transcribe a video that takes others 12 hours in just 7 hours, and so she recommended him to the Housatonic Foundation for this work. As part of the grant we received a hard drive to hold the information. The information will also be available at UMass.

CHAIRMAN'S REPORT: None

OLD BUSINESS: On behalf of the Select Board Kenn Basler brought the Memorandum of Understanding [MOU] which had been signed by that Board. The MOU which had been developed by Mark and Mickey, with advice from Dan of P3, presents the relationship between the Trustees and the Select Board, representing Town Boards and employees. Jeremia Pollard, Town Counsel, had reviewed and approved the agreement. The Trustees had begun signing the MOU when Lisa realized that there was a typo in the spelling of her last name. Mickey apologized and said she would prepare a new page and obtain all signatures.

NEW BUSINESS: Sadly MaryPaul Yates had to inform the Trustees that she once again must leave the area for another teaching position. The Trustees will have to decide whether to offer her another sabbatical or ask that she step down.

The meeting was adjourned at 9:12pm by motion made by John and seconded by Shannon.

NEXT MEETING: Monday, September 11, 2017 - 7:00pm
Agenda - Review year end financials and attendance
Book sale receipts
Discuss fundraising and bonding

Submitted by: Mickey Jervas, Secretary