

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
September 11, 2017

PRESENT: John Higgins, Mickey Jervas
Beth Reiter and Lisa Smyle
Library Director Mark Makuc
Absent - Shannon A Castille, MaryPaul Yates
Guests - Adam Chait, Fiber Connect

Meeting was called to order - 7:05pm.

GUEST: Adam presented a proposal to offer free internet service through his company, Fiber Connect, to the library. Free wi-fi of 20 meg will be available to library patrons, whether on library devices or their own, both in the library and outside, with no time limit. Adam asks that he be allowed to have a "splash" so that people logging on know that service is coming from Fiber Connect. In discussion that followed, Lisa asked if we would have this offer in writing. Adam said that his standard service agreement should suffice. In further discussion after Adam left the Trustees agreed that with no restrictions made to patrons and general public there appeared to be no reason not to go forward with Adam's proposal.

MINUTES: The minutes of July 17, 2017 were corrected and accepted by motion made by John and seconded by Beth.

DIRECTORS REPORT: Year end reports are not finalized but Mark was able to report that circulation and attendance are both down slightly. Both may be attributed to a decrease in Gould Farm attendees. Hopefully he will have all information by the October meeting.

Mary Beth, the Baystate Municipal accountant who works on the Monterey accounts, told Mark that they are 60-90 days out from closing FY17 [which ended 6/30/17]. Mark reminded her that he needs to have reports no later than 10/6 in order to file State Aid reports. He also reminded her that we still had no information on the three library funds; the Abercrombie, Memorial and State Aid. Shortly before the start of this meeting Justin Cole, head of Baystate, e-mailed a letter containing balances of all three with the caveat that earned interest has not been posted and balances have not been verified.

Baystate asks that in addition to emailing warrants to them hard copies be mailed. Rather than passing them through Town Hall, Mark is now able to mail them directly to Baystate. Mark also provided Baystate with a flash drive containing all our accounting information.

Mark finally received a copy of the FY16 audit which the Town received on July 22nd. This report was supposed to be sent to the MBLC within 30 days of receipt by the Town. Mark forwarded a copy to the MBLC.

The six Summer Programs were well received and had a total of 152 attendees, which is well within the norm. No funds have been received from the Cultural Council but Mark will re-apply.

John Porcino has been signed up for the annual Halloween pre trick or treat party. The Parks Commission usually supports this event; Mark will contact them to see if they will be doing so this year. John's fee is \$450.

On Tuesday, October 3rd, a meeting is scheduled in South Hadley with Lauren and Roe of the MBLC to review the grant reviewers findings and recommendations; Rebecca, from EDM, Mark and Mickey plan to attend.

Friends of the Monterey Library submitted their income and expense report for FY17, together with an update for 7/1-9/9. The Knox Gallery has had some successful showings. Donations for the Building Fund were strong throughout the summer with people responding to the "thermometer", an email blast and articles in the Monterey News. A fundraising letter to all citizens is planned for the Fall.

Immediately following Town Meeting, Clark Rowell of Unibank sent a request for certain documentation required for bonding. This information was sent by Town Hall in July. In August, Locke Lord LLP, the bonding firm, sent the Treasurer [now a member of Baystate Municipal] a request for additional documentation. As the letter was mailed to Town Hall, Melissa received it and turned it over to Mark. Mark and Mickey have both reviewed the requests and will begin to assemble the required documents.

On July 28th, Kenn and Mark met with Building Commissioner and Zoning Enforcement Officer, Don Torrico. Don had reviewed the site plans and feels that there are three

issues which need to be brought before the ZBA. First, the parking lot retaining wall is too close to the store sideline. Second, the Town parking space requirements are greater than the MBLC's; they require 1 space per 250 sq ft. However, street parking can be taken into count. And third, construction would take place within the river set back. Don felt these issues were not insurmountable and that we could go to the ZBA right now. But since the ZBA would go to other boards, such as Conservation, Health and Planning, we feel it is better to have all boards' approval before going to the ZBA.

CHAIRMAN'S REPORT: Lisa had sent a letter to the Planning Board asking for clarification on allowable signage at the library. They replied that municipal information signage does not require a permit but must abide by size, location and illumination regulations. They also advised that signage not interfere with highway department activities.

Lisa also received a letter from Natashea Winters, of Berkshire Taconic Foundation, concerning representatives for the Wilson-McLaughlin Fund. The library director and a trustee are among the group who determine scholarships granted by the fund. Mark can not serve due to children of age to receive grants; Beth has been serving in his place. Lisa can no longer serve for the same reason; John will stand in her place.

OLD BUSINESS: Mickey reported that the MOU between the Select Board and Library has been signed, and again apologized for the signature page error that required resigning.

Mickey also handed out copies of the book sale receipts report. This year's book sale, together with the plant sale and lemonade stand, grossed just over \$2,300 making it the third highest of the past ten years.

NEW BUSINESS: None.

The meeting was adjourned at 8:55pm by motion made by John and seconded by Beth.

NEXT MEETING: Monday, October 16, 2017 - 7:00pm
Agenda - Review year end financials and attendance
Building program

fSubmitted by: Mickey Jervas, Secretary