

Corrected &  
Accepted  
11/13/17

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held at the Monterey Library**  
**October 16, 2017**

**PRESENT:** Shannon A Castille, John Higgins  
Mickey Jervas and Lisa Smyle  
Library Director Mark Makuc  
Absent - Beth Reiter and MaryPaul Yates

Meeting was called to order - 7:07pm.

**MINUTES:** The minutes of September 11, 2017 accepted by motion made by John and seconded by Shannon.

**DIRECTORS REPORT:** Thanks to the Parks Commission who once again will be sponsoring the library Halloween party.

The Veterans plan to hold a ceremony at the World War I monument on the library lawn on Veterans Day, Saturday November 11<sup>th</sup> at 11am. Mark asked for the Trustees' opinion for hours that weekend as the State observes Friday for Saturday holidays. Should we close Friday? Saturday? It was suggested that the library close during the veterans' ceremony with all at the library attending. Julio, who is in charge of the Monterey Veterans, agreed with that solution.

Mark has sent another five years worth of Town reports to the binder. All Town reports are kept at the library in bound copy, in five year increments.

Mark has applied to the Monterey Cultural Council for a 2018 grant.

The handicap access ramp railing is having some rot problems. It can't be left like that, but we don't want to invest a lot of money in replacing it. Mark will make necessary repairs.

The copier has seen less activity in recent years as most people have one at home. Asking for payment for each copy made has become more of a nuisance than it is worth. It was decided that we would eliminate the charge. John made a motion that a policy change be made to this effect. Shannon seconded it and the vote was unanimous.

The FY17 financial report was handed out and reviewed. Since Mark keeps us updated at all times, there were no

The FY17 financial report was handed out and reviewed. Since Mark keeps us updated at all times, there were no surprises. With a couple of internal transfers of funds we were able to keep to our budget.

The FY17 Statistics were reviewed next. Some areas showed a small drop which is possibly linked to the fact that fewer residents of Gould Farm are coming in on Saturday evenings. They now have more options available on TV. Mark had asked everyone to keep a better count on volunteer hours so there was a good increase in those stats. The Knox Gallery is tracking hours and the oral history project accounted for a lot of time.

Application for State Aid has been filed.

Mark received a notice from Town Hall, which should have gone to Lisa as Chairman of the Trustees, that the Select Board and Finance Committee were holding informal meetings with each town committee that submits an annual budget to the Town. They asked that we meet with them on October 24<sup>th</sup> to discuss details of our proposed requests for FY19 [which starts 7/1/18.] Having just received and reviewed FY17's report we are not ready to present a budget. It was decided that Mickey and Mark will attend and inform them that we would move our budget review from our usual January discussion to our November meeting, but that a 3-4% increase was not out of question.

On October 3<sup>rd</sup> Rebecca from EDM, Mark and Mickey went to the South Hadley library to meet with Roe and Lauren from the MBLC. As requested by Roe, Tim of EDM who joined them there made a presentation of our project. Roe then let us know what suggestions had been made by the grant reviewing committee. They included moving the stairs, add a doorway from the children section to the multi-purpose room, enlarge the multi-purpose room storage area, change one of the quiet rooms to a private office for Mark and change entry doors to double doors. Each was discussed. It was noted by Roe and Lauren that we had the grant and these were just suggestions, but they would like us to examine each of them. After the meeting, our team privately reviewed them. Mark does not want, or need, a private office. I agree that this does not work for all. Rebecca will study the options for each change and let us know what she comes up with during our next meeting in early November.

have discussed the options for a temporary space, including the use of the Monterey school house and trailer rental. There is a concern that the school house could not carry the required load. Dan will come out to Monterey to view the school house, discuss options and help us make a decision.

Mark called Mark Volk of Foresight Engineering to discuss the possibility of building a walk-out doorway at the rear of the library in lieu of or in addition to the hatchway access that is shown on the plans. Volk sees no problem with fitting this in and feels the slope can be worked with. They also discussed requirements and strategies for DEP approval.

Mark received a timetable from Tim for the design development stage. We will start meetings in early November. Building meetings will resume the building committee which consists of Ben Kreider, Kenn Basler, Mark and Mickey. Trustees are always encouraged to join when possible and of course all meetings are open to the public.

Bill and Paula Harris who have been advising Mark on fundraising suggested that he contact Abbie Von Schleggell. Mark met with her and came away with some good information. Lisa has spoken to Susan Bronson who has fundraising experience and is willing to help. We agreed that we prefer to stay with local talent when possible and are happy to have Susan's help.

Mark suggested that we consider adding fundraising to his job description in order to avoid any questions about this addition to his work.

**CHAIRMAN'S REPORT:** Included above

**OLD BUSINESS:** None

**NEW BUSINESS:** None.

The meeting was adjourned at 9:20pm by motion made by Shannon and seconded by John.

**NEXT MEETING:** **Monday, November 13, 2017 - 6:30pm**

Agenda - Director's Evaluation

Building program

Submitted by: Mickey Jervas, Secretary