

Contract Accepted  
March 5, 2018

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held at the Monterey Library**  
**February 11, 2018**

**PRESENT: Trustees:** Shannon A Castille, John Higgins  
Mickey Jervas and Lisa Smyle  
**Library Director:** Mark Makuc  
**Building Committee:** Kenn Basler  
Mark and Mickey are also building committee members

A quorum of the Trustees and the Building Committee were present.

Meeting was called to order - 1:33pm.

**DIRECTOR'S REPORT:** In lieu of a standard report, review of design narrative was the first order of business. The 15 page narrative was reviewed page by page, line by line. Questions from all were discussed, changes required were noted. These will be forwarded to Rebecca at EDM for her responses before narrative will be sent to estimators by EDM.

The MBLC contract was next. With less than half the pages as are in the design narrative this went quickly, plus this contract is rather straightforward. The only question left unanswered was whether the authorized signatories needed to have a notarized authentication of their signatures. Mickey will follow up on that with Mary Ellen at MBLC. In the meantime the contract was signed and will be emailed to the MBLC.

**CHAIR'S REPORT:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** None

The meeting was adjourned at 4:20pm by motion made by John and seconded by Mickey.

**NEXT MEETINGS:** Monday, March 5, 2018 - 7:00pm  
Agenda - Building program

Submitted by: Mickey Jervas, Secretary

Corrected & Accepted  
March 5, 2018

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held at the Monterey Library**  
**February 5, 2018**

**PRESENT:** Shannon A Castille, John Higgins  
Mickey Jervas and Lisa Smyle  
Library Director Mark Makuc  
Via Skype - MaryPaul Yates, on Sabbatical  
Absent - No One  
Guest - Dennis Lynch

**GUEST:** Dennis was present to discuss the Municipal Vulnerability Preparedness Grant received by the town. Gareth and Shawn Tryon will be co-chairs of a group formed by the Select Board to identify Monterey's vulnerabilities. They plan to hold meetings once a month through June. The first meeting, two hours in length, is scheduled for Tuesday, February 27<sup>th</sup> at 6:30pm. The Select Board asks that the Library Trustees have a representative on this committee.

Meeting was called to order - 7:23pm.

**MINUTES:** The minutes of January 8, 2018 were accepted by motion made by Shannon and seconded by John.

**DIRECTORS REPORT:** The accountants have not closed the books for FY17. Mark feels that aside from his hours, we are in pretty good shape.

The New Marlboro Finance Committee is trying to cut their budget, in part by reducing support to the library. Without adequate town support New Marlboro library may lose MBLC certification and State Aid. After discussion, a motion was made by John and seconded by Mickey that "The Monterey Library would deny services to residents of towns that have been decertified until they regain their certification." The motion passed unanimously.

The oral history program is moving along. Working with UMass has enlightened us in some areas, such as the fact that we should have had releases from each person who was interviewed in order to have the right to use their material. Wendy is working on that.

In January we discussed Accountant Justin Cole's email to the library and town hall decrying the fact that town hall

could not get accounting reports to the library. He suggested that the method used to get paychecks delivered should work; that being to mail them. The trustees sent a letter to the select board agreeing with Justin. After almost three weeks with no reply, Lisa and Mickey appeared before the select board to open discussion on this matter. They were told that this was in Kenn's hands and that he had been home sick for several weeks. Mickey agreed to meet with the board the following week to resolve this issue. She met with them on 2/7/18 @ 10am.

It now appears that the Select Board has made some revisions to the Employee Hand Book. One of the changes states that instead of paychecks being mailed to employees, as has been normal procedure; employee paychecks will be held in a department mailbox at town hall for collection by department heads and then distributed to the individual employee. Aside from this being inconvenient for library employees who are not always scheduled weekly and who may live out of town, there are some legal questions as to how this is being handled. Without trustee knowledge, paychecks were held at town hall for two weeks and then left in an envelope in the library book drop. The third week's checks were given to Mickey for distribution [most illegal] when she and Lisa first appeared before the select board.

At the February 7<sup>th</sup> meeting, Kenn was back from sick leave and evidently discussion was held before Mickey's scheduled appearance as it had been agreed that library paychecks would be mailed to the recipient upon receipt at town hall. However, Mark will be required to go to town hall to pick up accounting reports. This seems to be a workable solution, for the time being.

The MBLC contract for our grant was received - today. There are a few questions noticed at first glance. Mickey will review the full contract and contact Mary Ellen who is in charge of MBLC contracts. We will meet in a few days to review and sign the contract.

Permitting for the building project is underway. Mark applied for the building permit on January 6<sup>th</sup> and has just received the denial which we expected and needed to apply to the ZBA. A variance will be needed for the retaining walls. The actual waterline behind the library is hard to discern from the town stream and pond map which has been in use for many years. The actual waterline will be determined by the applicant [us.] Mark turned in the ZBA

application to town hall today. Melissa thinks the notifications to abutters will cost about \$230. She will let Mark know when she has the figures.

Foresight has filed Notice of Intent with the Conservation Commission and expects to have the paperwork to the DEP by Friday.

It is projected that there will be 6,000 square feet of disturbed riverfront with this project. The state requires that we have a 12,000 square foot offset to this disturbance. Mark spoke to Gould Farm about protecting some of their riverfront as the offset and they seem very excited about this opportunity. Mark Volk of Foresight is on board and will be working with Gould Farm to identify the offset.

Inventory of all circulation items in the library has been underway over the winter months.

Marya and Autumn, the Saturday volunteers, have been inventorying and measuring all furniture and fixtures in the library. With a plan for the space we will be occupying at the Fire House during construction now in hand, we can start to figure out what we will need there. We can also decide what items will be kept for later use and will need to be stored.

There will be furniture and fixtures that will not make the move from our existing library to the new one. Town Counsel was contacted to find out how these items may be deaccessioned. Jeremia informed us that there are no restrictions on disposing of any property under \$10,000 in value. When items are identified they will be donated to the Friends.

Mark would like to get started by having the attic space emptied. The Community Center has offered us space on their second floor. This would work well for items that may need to be worked on or accessed during construction.

Our long range plan has expired. We will need a bridge plan for what our plans are during construction.

Depending on construction schedule, our annual book sale may need to be held earlier in July than usual.

Mark notified Barbara Swana, of the Monterey Historical Society, that the grant has been fully awarded. He wanted to know how much room they will need to store their displays and stored items during construction. Barbara contacted him and told him that the Society planned to hold a meeting shortly and would let him know. Mark offered the Knox Gallery for their meeting and they happily accepted. This gave Mark an opportunity to discuss with them just how everything was progressing and what to expect.

The design narrative was received this afternoon. It will need a careful review as this information will be going to the estimators for repricing. It was decided that we would hold an unprecedented Sunday meeting on the 11<sup>th</sup> to discuss the narrative and sign the reviewed contract.

**CHAIR'S REPORT:** Lisa has contacted the MBLC asking for copies of the "Trusty Trustee Pocket Guide".

**OLD BUSINESS:** None.

**NEW BUSINESS:** John recently visited the South Hadley library and noticed that they had an historical plaque about the area. UMass Amherst has the largest public history department and might be able to put a plaque together for the library and/or the town as a part of a fall course they hold. He will follow up on this.

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

**NEXT MEETINGS:** Sunday, February 11, 2018 - 1:30pm  
Agenda - Discuss current design narrative  
Sign MBLC contract

Monday, March 5, 2018 - 7:00pm  
Agenda - Building program

Submitted by: Mickey Jervas, Secretary