

Accepted
July 4, 2018

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
June 18, 2018

PRESENT: Ann Canning, Shannon Castille, John Higgins,
Mickey Jervas, Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent - No One

Meeting was called to order - 7:13pm.

MINUTES: The minutes of May 14, 2018, were corrected and accepted by motion made by John and seconded by MaryPaul.

ORGANIZATION: Election of Officers - Lisa expressed her desire to continue as Chair, especially as we are in the midst of our major building project, unless someone else felt they would like to take over the position. Since no one stepped up, MaryPaul nominated Lisa for the position of Chair and John seconded it. Ann then nominated Mickey to continue as Secretary with Shannon seconding. Both Lisa and Mickey were unanimously re-elected.

Next was a lot of secretarial work to clean up:

1. Mark's contract was reviewed and signed by all.
2. Two addendums to the EDM contract and one to the P3 contract were also reviewed and signed.
3. A letter of thanks to Gould Farm for their giving us use of their riverfront for our mitigation project required by the Conservation Commission was reviewed and signed.

DIRECTOR'S REPORT: We will be renting a section of the Fire House for library operations during our construction period. The interior demolition, which is part of the Fire House's expansion and updating, has been completed.

Lauren Stara, our MBLC building advisor, informed Mark on May 21st that we had gotten so much work done already, we would be getting the second payment on our contract. This is the second year payment that is not due until FY19. The Town Treasurer advised Mark that the funds were deposited June 4th.

On May 28th, our Fiber Connect service was connected.

The two utility poles necessary for our construction have been installed. National Grid has moved all their wires to

the new service pole across Main Road from the library. Verizon will be the last to transfer their service. They will remove the old poles after they have completed their work and we have our underground service installed.

On June 8th, Marc Volk of Foresight Engineering marked out the area for mitigation and riverside improvement on Gould Farm property along the Konkapot. Present on behalf of the Conservatin Commission was Kim, their new agent and Jeremy Rawitz, new member, to observe that the layout met the requirements of the Order of Conditions. Planting of native species plants and installation of boundary markers was completed on June 9th. In all eight members of the community volunteered and took part, for a total of 30.5 volunteer hours. Plants consist of alder, winterberry, dogwood and button bush; all native and grown in appropriate soil conditions.

Notice of the waiver of all building and inspection fees, which had been submitted by the Select Board, was confirmed by Don Torrico, Building Commissioner, with the only exception being re-inspections.

Nancy Tomasovich, of Environmental Lighting, a new resident of Monterey, has offered to help with all the lighting necessary in our new building. She has already been in contact with Rebecca of EDM, and they have exchanged some good ideas. Nancy will post her company on the on-line site for the bidding process. We thank her for all her help.

The current time line for bidding process is as follows:
Wednesday, June 27, 2018 - Goes on-line
Tuesday, July 10th - Site tours
Tuesday, July 17th - Sub-contractor bids due
Tuesday, July 31st - General contractor bids due.

Mark has been able to review our budget and so far it appears that we will be about \$2,300 over in wages, and about the same amount under in maintenance, so all looks good. We skipped any maintenance items possible in view of the fact that the building will be undergoing major renovations.

With the approval of Dan, our project manager, and the MBLC; the Friends have applied for reimbursement of the approximately \$80,000 which they advanced to keep the

building project moving forward before state funds came available. We thank the Friends and all who donated to the building fund for all their help.

There are two items on our bid that are listed as Alternates. That means they are upgrades. We have to list them in the order of importance to us. If we want #2, we have to take #1 as well. We can take #1 and skip #2. So, this was an important decision to make. By motion made by Ann and seconded by John we listed the alternates as #1 - upgraded retaining walls and #2 - upgraded roof. The motion passed unanimously.

CHAIR'S REPORT: MaryPaul, Julie Shapiro and Lisa attended the Friends annual meeting. Marya, who is off to college shortly, is winding down her term as President. The booksale was discussed including the possibility of special pricing. We need to raise money, but also want to sell as many books as possible. There are 253 people on the Friends membership list. Sustaining donations were discussed and will be looked into. Another meeting is planned for Thursday, June 28th at 7pm.

OLD BUSINESS: None.

NEW BUSINESS: MaryPaul told us about a gallery plan to have an "Art on the Wall" display from the time the last show comes down on July 21st until the gallery walls are no more.

The meeting was adjourned at 8:55pm by motion made by Shannon and seconded by Ann.

NEXT MEETING: Monday, August 6, 2018 - 7:00pm
Agenda - Discuss contractors bids received
Building program

Submitted by: Mickey Jervas, Secretary