

Accepted
10/15/18

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
September 10, 2018

PRESENT: Ann Canning, John Higgins,
Mickey Jervas and Lisa Smyle
Library Director: Mark Makuc
Absent - Shannon A Castille and MaryPaul Yates
Building Support Team:
Rob Todisco, P3, Owners' On-site Project Manager

Meeting was called to order - 7:17pm.

ON-SITE PROJECT MANAGER: Rob handed out a diagram showing how change orders are processed. We discussed the procedure. P3 is the point person for all change orders. Anyone wanting to make a change order, including the Owner, goes to P3. P3 needs to have the authority to make some changes on the spot and asked that they be permitted to make changes of \$10,000 or less that do not affect the esthetics of the building. Since Rob will be on-site daily and issues do come up all the time this just makes sense. Mark is in the e-mail loop so he will always know when something is being changed. John made a motion that P3 be granted the authority to make changes in the project that do not affect the esthetics and that will cost \$10,000 or less. Ann seconded the motion which passed unanimously.

We discussed the three items that we had chosen to delete from the project at the August 9th meeting, those being changes to the basement stair and railing materials and eliminating a new flag pole. Since these changes do not lower the cost substantially we agreed to keep them in place, for the time being.

The official ground breaking was discussed. The Saturday of Columbus Day weekend seems to work for most and so it was agreed upon. P3 will provide the shovels [not gold] and hard hats. Lauren Stara, of MBLC, will be there hopefully with some of the Library Commissioners and possibly some State legislative officials. Mickey made a motion that Saturday, October 6th be scheduled for the official ground breaking. Ann seconded the motion, which passed unanimously.

Mark asked about insurance on the site. Rob told us the general contractor does not carry property insurance or builder's risk. Mark will contact the Town's insurance carrier to be sure all insurance will be in order.

MINUTES: The minutes of July 5, 2018 were corrected and accepted by motion made by John and seconded by Ann. The minutes of July 23, 2018 were corrected and accepted by motion made by Ann and seconded by John. The minutes of August 9, 2018 were corrected and accepted by motion made by John and seconded by Ann.

DIRECTOR: The year-end FY18 figures are not all in so Mark is unable to give us his report. It appears that we are within \$150 +/- of balancing. He did have the special accounts balances, which we will need to confirm.

There were two issues that Mark asked that we approve. The first asking the Select Board to grant authority for the Trustees to dispose of certain fixtures and equipment valued at under \$10,000 that will not be of use in the new facility. We will turn them over to the Friends for them to handle, most likely after construction is complete. Ann made a motion that the Select Board be asked to grant this authority, John seconded the motion. All approved and a written motion was signed.

The second issue was to help make the move easier, Mark be given permission to dispose of any items that had little or no value and that would be too costly to store. John made a motion, Ann seconded it. All approved and again signed a written motion.

A lease for the Friends rental of space at the Fire House to be used as temporary library space during construction of new library has been drawn and has been sent to Attorney Pollard and Paul Rapp, of the Fire Company, for their comments and suggestions. Copy will also be sent to Dan and Rob at P3. Details were reviewed and by motion made by John and seconded by Ann the lease was accepted as drawn.

Time to move from our current comfortable library is upon us. Friday, September 21st, is scheduled for packing all the books in boxes. The full library staff, together with assorted volunteers, will spend the day packing. Mark and Kevin Regan will take the shelves down Friday night and move them to the fire house, if it is ready. Saturday,

September 22nd, will be the day for moving the boxed books up the hill and unpacking and shelving the books. Several volunteers have offered their trucks for the move and others are anxious to help with the move. Hopefully, as work begins on the new library on the 24th, we will be set up and ready to help the public.

CHAIR'S REPORT: Lisa reported on the Friends annual meeting held August 13th. A slate of officers was presented: Franny Huberman - President, Marya Makuc - Vice-President, Carol Clarin - Secretary, Mari Enoch - Treasurer, Mary Makuc and Linda Thorpe - At large. It was understood that Franny and Marya are to hold their office temporarily. The slate was accepted by all in attendance. The Friends also discussed the request from the Trustees that they set aside \$80,000 of the funds raised for the building project to be held as a part of the required contingency fund. A motion was made and passed unanimously.

OLD BUSINESS: None

NEW BUSINESS: Two thank you letters had been prepared for signing; one to the Monterey Preservation Land Trust for releasing the river front property at Gould Farm for the mitigation work required by the Conservation Commission. The second to the Town crew for the work they did to help with the clean up of the tree that came down at the back of the library. We always appreciate the work of the crew.

Receipts of the booksale held July 28th were discussed. The format had changed since we needed not only to raise money but to move a lot of books. So it was a book take away, take as many books as you want and donate what you wish. And it was a huge success. Receipts were far higher than at any booksale in the past ten years. All remaining books were trucked across the street to the Hebert's shop where Goodwill collected them in early August.

The meeting was adjourned at 9:22pm by motion made by John and seconded by Ann.

NEXT MEETING: Monday, October 15, 2018 7pm
Agenda - Review FY18 financials & attendance
Building program
Discuss adjustments to the temporary library

Submitted by: Mickey Jervas, Secretary