

Corrected & Accepted  
11/19/18

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held at the Monterey Church Friendship Room**  
**Temporary headquarters of the Monterey Library**  
**October 15, 2018**

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

Meeting was called to order - 7:07pm.

**MINUTES:** The minutes of September 10, 2018 were accepted by motion made by John and seconded by Shannon.

**DIRECTOR:** The new director of CWMars is Jeanette Lundgren.

Storyteller Rona Leventhal is scheduled for our Pre-trick or treat Halloween party, which will once again be supported by the Parks Commission. We hope to be in our permanent/temporary home at the Fire House for this annual celebration.

The annual application for State Aid has been completed. Among State requirements are increasing the annual budget by at least 2.5% and maintaining a minimum of ten library hours. We are open for 19.5 and the town has always supported our budgetary needs. Additionally at least 20% of our budget must be spent on circulation materials.

Mark submitted two applications for grants from the Cultural Council, one for our summer programs and the second to have more of the interviews of townspeople done by Wendy Germain transcribed. The Upper Housatonic Heritage Fund will match the transcription grant.

The Select Board and Finance Committee are once again starting the budget process for the next fiscal year early. Mark received notice from the Town Administrative Assistant that they would like to meet with Trustees to discuss the FY20 library budget on Tuesday, November 6<sup>th</sup> at 10am. John and Mickey agreed that they would be able to attend. Setting a budget for FY20 will not be an easy matter. We will expect to be in our new facility and are not able to clearly predict all operating costs. We agreed on a simple across the board 2.5% increase of FY19 budgeted amounts in each category to meet state requirements for libraries,

with the caveat that we really don't know our operating costs.

In addition to discussing the numbers John and Mickey will open the conversation on several matters which require the attention of the Select Board and Finance Committee:

First, with the new accounting system keeping payments organized by type and vendor, it seems logical that the library combine maintenance and general expenditures into one line item on the Town Warrant. Wages will remain a separate line item. Second, library staff wages need to be revisited in order for them to meet the standards paid to employees in other departments. And third, town benefits must be made available to the Library Director position. There is no way anyone will be willing to take on the director's position without them.

The library vacated the old structure by 1AM on September 24<sup>th</sup>. Allegrone moved in later that same morning. There were several issues that needed to be brought to the Trustees' attention and were open for discussion.

- A. We were required to obtain builder's risk insurance. By doing that through MIIA, the town insurer, this will only cost \$8,000 [through the contractor it would have cost three times that]. This amount is being charged to a line item entitled "Other [Legal]/Hazmat monitoring" which had some wiggle room in it.
- B. There is a line tree [that is a tree on the border with Brookbend] that is a potential hazard and should come down now rather than wait till it falls on the new library. Initial quote was \$2,050, but Allegrone is searching for a better price.
- C. It was decided that the retaining wall speced might not be strong enough to withstand snow removal by the town bucket loader. Therefore a different material was suggested for both the retaining wall and septic wall - \$8,000, to come from the contingency fund.
- D. The roof was in our estimate at \$100,000 and the original bid was \$190,000. We threw out that bid and put it out again. It came back at \$115,000. That makes \$15,000 from contingency.
- E. Ceiling in original portion of building will need some extra supports. Threaded rod and sistering some beams. Contingency fund.
- F. Lights for the ramp at the rear of the building, which we mentioned time and again. Contingency.

- G. The sub-building inspector said that we needed to have a second access to the basement. A planned window will be enlarged, and access to it will be made. Not a major contingency cost.
- H. There was some confusion on the capacity in the new multi-purpose room [old library] but that has been worked out. No extra money.
- I. Allegrone will be using the speced Marvin windows. The Trustees reviewed the color choices and chose Hazelnut for the windows in the new space. This color will be the base around which other colors will be chosen. The windows in the old library will match the existing woodwork.

John made a motion that the Trustees approve of the above mentioned changes and clarifications, Shannon seconded the motion. All approved.

**CHAIR'S REPORT:** Lisa handed out the new updated Trustee Pocket Guide.

She then discussed the Worcester Expo that she and Mark attended on September 21<sup>st</sup>. They met a lot of people who knew about our project, saw a lot of library equipment including an appropriate lock box for after hour pickups; in all it was a good show and they learned a lot. Well worth the trip!

**OLD BUSINESS:** None

**NEW BUSINESS:** Shannon handed out copies of the fund raising letter she is preparing. We discussed it briefly and will all take it home and send her feed back.

The meeting was adjourned at 9:25pm by motion made by Ann and seconded by John.

**NEXT MEETING:** Monday, November 19, 2018 7pm  
 Agenda - Director Evaluation  
 Review FY18 financials & attendance  
 Building program with supporting staff  
 Bonding requirements

pSubmitted by: Mickey Jervas, Secretary