

Accepted  
1/14/19

**MEETING OF THE MONTEREY LIBRARY TRUSTEES**  
**Held in the Monterey Fire House Classroom**  
**Temporary headquarters of the Monterey Library**  
**December 10, 2018**

**PRESENT:** Ann Canning, Shannon A Castille,  
Mickey Jervas and Lisa Smyle  
Via Skype: MaryPaul Yates  
**Library Director:** Mark Makuc  
**Absent:** John Higgins  
**Building Support Team:**  
Dan Pallotta, P3 - Owner's Project Manager

Meeting was called to order - 7:11pm.

**Building Support Team:** Dan brought a sheet outlining the current proposed change orders. The Trustees had already approved cost of the roof bid adjustment and the additional boundary tree removal. Discussion followed on ledge removal and its adjusted cost. Originally estimated at about \$17,000, the agreed cost has come in at \$13,895.85. Other changes such as the retaining wall, siding, attic structure and additional basement egress required by the building commissioner were all discussed. Ann made a motion, seconded by Shannon, to approve the new proposed change orders [#3-7], bringing the total including #1 & 2 to \$56,830.32. The motion was unanimously approved.  
<NOTE: Subsequently the amount actually submitted totaled \$54,943.02, for a savings of \$1,887.30>

Dan then proposed a change in P3's contract amount. He had already taken \$80,000 out of the contract and agreed that amount could be paid by the Friends. Now after reviewing the amount of time he feels P3's on-site supervisor, Rob, will actually need to spend on site Dan feels he can reduce the scheduled time to 24 hours per week. This will take \$16,000 out of the cost, essentially paying for the added cost of the siding and retaining wall.

It seems that Allegrone has interpreted some wording in the plans relating to the attic insulation in a slightly different manner than EDM had intended. This is not a fault on either side but the difference will have to be worked out.

Mark had questions as to whether the MHEC [Massachusetts Higher Education Consortium] discounts were being applied

to items purchased via the State bid list. For example, shelving pricing we had received during the design development stage was discounted by 43% off list price. Although in many instances we will not see a credit as contractor costs are a part of the contract price and not subject to our review. Meaning the contractor may pay more or less for a given product than he estimated and that is on him not us. However taking advantage of discounts is good for all. Dan said that he would see that due diligence was followed.

The fire alarm panel at the library is new; Dan will see if it can be reused.

Piers have been poured this week and backfilling is scheduled to be done as well. Framing will commence after Christmas. The tests on concrete and rebar all passed.

Mark was happy to announce that the Monterey veterans want to raise the money to pay for the flagpole and cleaning of the bronze WWI plaque on the library lawn. This is an honor on all sides.

There will be a separate meeting to discuss colors. Dan will let us know when the metal book shelving color needs to be decided.

Dan finished his part and left at 7:55.

**MINUTES:** The minutes of November 19, 2018 were corrected and accepted by motion made by Shannon and seconded by Ann.

**DIRECTOR:** Mark brought up the subject of the generator. The one speced by EDM appears to be larger than required and there was talk of having to change certain wiring if a smaller one was installed. Since we had always planned to install the generator post construction we will let everything stand as is and approach the subject on our own.

The MHEC discounts were discussed since all had never heard of them. The discounts essentially may be applied to "any library furniture, etc that can shake out of the building". We will have to keep that in mind when we start buying.

Mark asked to postpone the financial report until next month as there have been troubles with the computers.

The staff computer needs to be replaced and we might as well do so now and bring it with us to the new building. It will be an equivalent model as the current computer with updated software.

The Fire Company is still reviewing the lease. Until the lease has been approved and signed by the Fire Company and the Friends we will not make the rent payments. Mark suggested that we pay half [\$3,500] the agreed upon amount for utilities.

Funds have started to come in from the Fall appeal letter. Marya will take care of thank you notes while she is home on break.

**CHAIR'S REPORT:** Lisa had received some written and some oral evaluations of Mark's performance over the past year. She will write up a report and discuss it with him.

**OLD BUSINESS:** John had passed on a report on the historical marker for the library and town. An informal exploratory meeting was held on December 6<sup>th</sup> with Barbara Swann, Linda Thorpe, Mark and John present. After some discussion they decided that a digital display of some of the mills that bordered the Konkapot might be the direction to take. Barbara said that the Historical Society had a variety of pictures and documents that could be included. John sent Professor Glassberg an email discussing the result of the meeting. It will be his students of public history that will be working on this project.

**NEW BUSINESS:** Letters to the Monterey Church and the Coffee Club thanking them for graciously opening their doors to the library while we were between the old building and our fire house quarters were reviewed and signed.

The meeting was adjourned at 9:05pm by motion made by Ann and seconded by MaryPaul.

**NEXT MEETING:** Monday, January 14, 2019 7pm  
Agenda - Review FY18 financials & attendance  
Building program

Submitted by: Mickey Jervas, Secretary