

Accepted
2/11/19

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held in the Monterey Fire House Classroom
Temporary headquarters of the Monterey Library
January 14, 2019

PRESENT: Ann Canning, Shannon A Castille, John Higgins,
Mickey Jervas and Lisa Smyle
Via Skype: MaryPaul Yates
Absent: No one
Library Director: Mark Makuc
Building Support Team:
Rob Todisco, OPM P3's On-site supervisor

Meeting was called to order - 7:08pm.

Building Support Team: Rob gave us an update on the status of construction:

A new carpentry crew started just before the 1st, in fact they worked on New Year 's Day. They have been well staffed and are moving along very well.

Delivery of the 54 roof trusses is expected January 15th. Roof to be covered [plywood applied] by the 18th.

Plumbing has started.

Backfilling is almost completed. All the compaction tests were good.

If weather allows the retaining wall will be done, if not suitable it can be done later without causing any delays.

Mark has been reviewing the shelving and millwork. He has been in conversation with PSI who will be supplying the shelving in order to clarify the exact shelves we will be getting.

What furniture we need will have to be decided - soon.

Samples of the two carpets chosen last summer were reviewed and it was decided to switch the one to be used in the multi-purpose room as it went better with the molding.

Due to a misunderstanding, there will be an extra charge for the insulation in the old library attic. We were aware of this; to date details have not been ironed out.

Dan, P3 owner, had addressed the Select Board on December 19, 2018 and advised them that P3 would be reducing their fees. Mickey prepared an addendum to our agreement with P3 to tie these changes to the agreement between P3 and the library. Rob will present the addendum to Dan for his review and signature.

Rob, finished with his presentation, left at 8:15.

MINUTES: The minutes of December 10, 2018 were accepted by motion made by Shannon and seconded by Ann. John, who was absent for the December meeting, abstained from the vote. Otherwise the minutes were unanimously accepted.

DIRECTOR: Library shelving and surrounding millwork was further discussed. At the January 3rd construction meeting in addition to the usual representatives from the project manager, architect, Allegrone, Mark and Mickey; Carlo and Jenn from PSI, the shelving firm, Tom from White Dog, the millworker, and a representative from Adams Plumbing, the HVAC firm, were present. Having these sub-contractors present was an immense help. They were each able to express how they were approaching their portion of the work and ask questions of one and other; as well as answer ours. A lot of questions were answered and progress was made all around. Mark and Mickey each received detailed plans for the shelves and the millwork, which they then studied - very carefully. Mark has been in contact several times with PSI to clarify shelving. Mickey made a list of questions about the millwork. They met on the 10th with Kevin Regan, a local cabinet maker. Kevin has helped answer some of our questions before and he was able to do so again. Much time has been spent to help make the library the facility envisioned for the townspeople.

On January 7th Mark attended an MLS [Massachusetts Library System] meeting in Pittsfield. The future of MLS was discussed. While delivery had represented about a third of their budget it is now is about two-thirds. Before all regions of the library system were joined and we were members of WRMLS [Western Region Mass Library System] a lot of support was provided to each library. They were a big help in getting us started toward our new library. MLS now is more centered on delivery of materials ordered on-line. In addition to support from the State budget, MLS also

receives some money through the MHEC [Massachusetts Higher Education Consortium] discounts.

This year's Berkshire Library Legislative Breakfast will be held on Friday, January 25th in Williamstown. Mark has been asked to speak about the help received from the State for our building program. John will accompany him. Mark asked if we would agree to making our usual \$25 donation.

Also this is the time of year for rejoining the Western Mass Library Advocates, who stand up for us in Boston. Mark asked if we would again donate \$50 to this cause.

John made a motion that we approve both these donations with the money to come from the Library Memorial Fund. Ann seconded the motion which passed unanimously.

Circulation for December 2018 was just 1% lower than for December 2017 while still in our old library. It's good to see people coming to our temporary headquarters.

Mark asked for another continuation for the FY18 year end report. Baystate Accounting hasn't closed the books for FY18 which ended 6/30/18 so we don't have verified final figures. In addition there have been problems with the circulation computer. Mark has ordered a new computer and was told there was a six week delay for delivery.

The Friends have made a rent payment to the Fire Company representing a major portion of the rent that will be due to them. In addition Mark asked Baystate to make a payment to the Fire Company toward our share of the utilities, which is part of our agreement with them. These advance payments will help the Fire Company proceed with their construction work. It is good to see our local organizations helping one and other.

Lisa asked about a furniture consultant. Mark said there were several choices, including PSI, our shelving supplier. MaryPaul said that she had worked with a number of suppliers in her business and could contact them once a list was prepared. We have to remember that this is furniture for a library, not a home. And we should work toward getting the MHEC discount, which means working with one of their dealers.

CHAIR'S REPORT: Lisa received notice from the MBLC advising us that the Monterey Library by meeting the Minimum Standards for Free Public Library Service in FY2018, and by the town complying with the Municipal Appropriation Requirement for FY2019, has been recertified and that we will receive State Aid for FY2019. The first of two payments will be made, via electronic transfer, within the next few weeks.

OLD BUSINESS: John reported that Professor Glassberg, whose public history students will be working on our history display, will be in touch with John after the start of the spring semester. Mickey asked if in addition to a digital display inside the library, if there could be a physical display outside to attract the public to our historical story. Cost might be a factor to doing this.

NEW BUSINESS: None

The meeting was adjourned at 8:45pm by motion made by Ann and seconded by John.

NEXT MEETING: Monday, February 11, 2019 7pm
Agenda - Review FY18 financials & attendance
Building program

Submitted by: Mickey Jervas, Secretary