

Corrected & accepted
October 19, 2015

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
September 21, 2015

PRESENT: Kenn Basler, Susan Gallant, Mickey Jervas,
Beth Reiter, Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent: No One

Meeting was called to order - 7:10pm.

MINUTES: The minutes of June 8, 2015 were corrected and accepted by motion made by Beth and seconded by Kenn.

DIRECTOR'S REPORT: With 4th of July falling on a Saturday there were only four children's programs this summer with a total attendance of 118, just about equal to last year's per event attendance. Forty-seven children participated in the summer reading program.

Magician Ed Popielarczyk has been hired for the Halloween festivities which will start at 4:30. The Park Commission has agreed to support this activity and will pay the fee.

Mark will be applying for Cultural Council Grants.

Book delivery continues to be inconsistent. There are often new drivers who can not find the library. Things were so bad at the sorting facility, with items mis-sorted, broken and stolen, that the whole crew was fired. Mark has a hard time getting those in charge to understand how dependant people are on receiving these deliveries in a timely fashion.

There are now three ways to get e-books. Through CWMars Overdrive, with a Boston Public Library card and now the State Commonwealth e-book collection; which is huge. The Commonwealth collection can be accessed through the Monterey Library web-site.

The state budget was approved but without all the money the libraries requested. Funds from the state budget which normally cover some of CWMars expenses were not funded. So we will have to pay an additional \$300 to CWMars this year.

Mark had an e-mail from Liz Goodman, Pastor of the Monterey Church, asking if they could hold a blessing of the animals

experienced with small towns. Kenn made a motion, seconded by Mickey, that we hire P3 to act as our OPM. The motion unanimously passed. An Agreement for the hire is near completion and Kenn will deliver it to town attorney Jeremia Pollard for his input.

It is expected that the cost for the Building Design Program, the OPM and the architect for schematic design plans will all be covered by the Planning and Design Grant received from the Massachusetts Board of Library Commissioners [MBLC] with matching funds from the Library and the Friends of the Library.

CHAIRMAN'S REPORT: Lisa received notice from the MBLC that they are now requiring a copy of the Town Warrant to ensure that the support from the Town is actually there.

A Trustee pocket guide is in the works and we will receive copies when they are available. This will be easier than trying to read the Trustees Handbook, aka the Gray Book.

OLD BUSINESS: None

NEW BUSINESS: Mickey reported on book sale receipts, when combined with plant sale and lemonade stand receipts, the total was \$2,299, a slight drop from last year. She passed out a report showing receipts for all book sales from 2008 through 2015. The funds realized have generally increased in the past three years from the earlier recorded years when receipts ran in the \$1,500 - \$1,650 range.

MaryPaul thanked Kenn for helping with the art show opening refreshments and Mickey for posting the posters. She also thanked Mark and Kenn for all the re-arranging of Michael Marcus' sculptures needed throughout the summer whenever another event was taking place in the Gallery. Shows are booked for the next year, including two more sculpture shows. Makers Day is scheduled for the first Saturday in December. She would like to plan to repaint the gallery walls in September 2016.

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

NEXT MEETINGS: Monday, October 19, 2015 - 7pm
Agenda - Review Library Policies, update as needed

Submitted by: Mickey Jervas, Secretary

on our lawn on Sunday, November 1st. Liz stated that this was the first time Monterey was going to have a blessing and that they would clean up any debris. There was much discussion as to how it would affect the library; won't hurt the lawn in November and it is the neighborly thing to do. By a motion made by Lisa and seconded by Mickey it was agreed that the animal blessing could be held on the library lawn.

Mark handed out copies of the FY2015 Statistical and Financial Report to all for our page by page review. The stats show an increase in holdings of audio and e-books and an increase in our circulation. As for the financial report, this was the first year that wages were separated from the general budget. Because this hadn't been properly divided we ended up with money left over in the maintenance and general budgets, and with a short fall on the wages line. By transferring [an internal bookkeeping adjustment] the excess from the two accounts into the wages we ended up just \$300 short. This can be made up by transferring funds from the Abercrombie account to cover the cost of some books. The financial report for the State will be ready as soon as Mark has the cost of passes from the Friends.

The Building Design program has been approved by the State and we are now free to hire an Owner's Project Manager [OPM] for the next step, which is to hire an architect for the Schematic Design stage. Karen Klopfer, who helped Mark produce the design program, has been paid just \$5,000 for all her hard work.

In July our Request for Qualifications [RFQ] for an Owner's Project Manager [a 14 page document] was completed and Mark advertised on the Central Register, a statewide site, as well as locally. He also reached out to known locals who were qualified and might have been interested in acting as our OPM. Mark sent [via e-mail] 14 RFQs to respondents. Only one firm came to the pre-proposal briefing/walk through. Four firms sent proposals.

Mark set up a team composed of Ben Reiter, Facilities Director at Gould Farm, Kenn Basler and Mickey Jervas to read the proposals and interview the applicants. With such a small number we decided to interview all four. All four members of the team felt the first firm was too big and the second too small. The third and fourth firms were both good possibilities. In the end the team felt that P3 Project Planning Professionals was the best choice as they had the better experience in Massachusetts and were