

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
December 14, 2015

Approved &
Accepted
Jan 11, 2016

PRESENT: Kenn Basler, Mickey Jervas, Beth Reiter
Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent: Susan Gallant
Guest: Dan Pallotta, of P3, the library's
Owner's Project Manager [OPM]

Meeting was called to order - 7:06pm.

MINUTES: The minutes of November 9, 2015 were corrected and accepted by motion made by MaryPaul and seconded by Beth.

GUEST: Dan discussed the process taken to hire an architect for our building program. With input from the Library Building Committee a Request for Qualifications was prepared by P3 and the position was posted on the Central Register and advertised in the Berkshire Eagle. Four architectural firms responded; all were interviewed on December 9th. After much consideration the Committee chose the firm of EDM.

EDM is a firm with offices in Unionville CT and Pittsfield. Principal Tim Eagles has a home on Big Pond in East Otis, making him a near neighbor. The firm has a strong in-house team and will use Foresight for site work. EDM has a well-established background in library work and a good relationship with the MBLC, which will help when we apply for grant funds.

P3 will apprise the applicants of our decision and proceed to negotiate terms with EDM. After terms are met P3 will prepare a contract for our approval and signatures.

A motion made by Mickey and seconded by Lisa to accept the recommendation of the Building Committee to approach EDM to act as our architectural firm for the feasibility study and schematic design phase of the library building program passed unanimously.

Kenn will send Dan a copy of the standard form for contractors used by the Town of Monterey.

CHAIRMAN'S REPORT: Lisa received an e-mail from Susan informing the Trustees that she was resigning from the board. By a motion made by Mickey and seconded by Beth the board voted unanimously to accept Susan's resignation. Lisa will inform Susan of our acceptance and inform her that as an elected official she must apprise the Town Clerk of her resignation.

Discussion followed on possible candidates to fill the position until May elections at which time someone will be elected to fill the remainder of Susan's term which expires in May 2017. John Higgins has expressed an interest in returning to the Board. Jennifer Greenfield, Kit Patten and Susan Cain had all at various times expressed an interest. It was agreed that a notice would be put in the January Monterey News asking interested parties to send a letter to the Board with a short bio and an idea of where and how they would like to see the library grow and how they could help it reach those goals.

DIRECTOR'S REPORT: Mark hopes to have the Accountant's final numbers for the FY ending June 30, 2015 so that he may prepare the library budget for FY 2016 and have it ready for review at the Trustee's January meeting.

OLD BUSINESS: None

NEW BUSINESS: Beth had sent a note of thanks to the board thanking us for the gift given in honor of her new baby, Maisie. We were all happy to have Beth back from her maternity leave.

MaryPaul reported on the Holiday Sale held Saturday, December 5th at the library. Because of the usual bad weather at this time of year it was decided to hold the sale at the library rather than at the makers' studios. Seven makers participated and about 150 people attended throughout the six hours. Sales were brisk and with perhaps some fine tuning may be repeated next year.

The meeting was adjourned at 8:00pm by motion made by Kenn and seconded by Lisa.

NEXT MEETINGS: Monday, January 11, 2016 - 7pm
Agenda - Semi-annual financial report
Budget to be readied for Financial Committee

Submitted by: Mickey Jervas, Secretary