

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
January 11, 2016

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

Meeting was called to order - 7:05pm.

MINUTES: The minutes of December 14, 2015 were corrected and accepted by motion made by MaryPaul and seconded by Beth.

GUEST: Dan brought the Trustees up to date on progress. He has informed Tim Eagles of EDM that the Trustees have chosen EDM as architect for the Library Building Program. A contract is in the works. In the meantime a letter of intent was presented to the Trustees to acknowledge our intentions and outline some basic parameters. By motion made by MaryPaul and seconded by Kenn, the Trustees agreed to the Letter of Intent and all signed it. Dan then discussed the next step which will be a meeting between EDM, the Building Committee and himself; and any Trustees, Town Officials and residents who may wish to join. As we will be working together for the first time this meeting is expected to be lengthy. Review of the Building Program and goals of all will be discussed.

DIRECTOR'S REPORT: January 5th Mark attended a meeting at Mason Library in Great Barrington. This was a focus group session with CWMARS who are trying to reach the far-flung corners of their domain. CWMARS offered some possible areas into which they might expand. Mark suggested that they improve what they are already doing rather than trying to expand; like improving search functions of Evergreen. From the tone of the meeting it appears that CWMARS is trying to be more responsive to the needs of those they serve.

While working on the survey of the library property, Kelly Tryon, of Berkshire Geo-Technologies discovered that Brookbend Condominiums has done some clearing at the far end of our property and installed a bench overlooking the

Konkapot. Of greatest concern is the piled brush they left behind.

Mark received many favorable comments on the holiday lights in the fireplace, everyone liked the image of a fire. Mark went on-line and found electric logs that glow when plugged in available from Amazon for \$99. By motion made by MaryPaul and seconded by Kenn we all agreed that this was a good investment and are looking forward to our faux fire.

Mark distributed the mid-year Circulation Report. December of 2015 showed an 11% increase over December 2014, which might just be the warmer weather. However, FY2016 showed increased numbers over FY2015. FY2014 still trumps both.

Next Mark distributed the mid-year Financial Report. Mark finally received figures from new Town Accountant, Paul, late on Saturday, which didn't leave him much time to put together his report. Mark has not been having the best response to his requests from Paul. In addition to not receiving timely reports an example of some problems: Paul does not respond to e-mails, an oil bill which was submitted on a warrant was not paid, one whole week's warrant was not paid [where did that go?]. Kenn suggested that he, Mark and Paul sit down together and work out a system which will satisfy the needs of all concerned.

The Financial Report was reviewed and shows that we are keeping within our budget.

Discussion on our budget request for FY2017 followed. These figures are required by the Finance Committee by February 1st. In order to meet State Aid requirements we need to increase spending on circulation materials by 20%. After going back and forth on various options, by motion made by Beth and seconded by Lisa it was unanimously agreed that we would raise the overall budget by 2.5%, including a 2% raise in wages.

CHAIRMAN'S REPORT: In response to an article in the Monterey News advising that we were looking for some one to fill the empty Trustee seat until May elections, we received two bios; the first from Cheryl Zellman and the second from John Higgins. Discussion on the pros and cons of both candidates followed. By a vote of 3 to 2 Cheryl was chosen. A letter will be presented to the Select Board advising them of our recommendation.

<< Note: The following day it was ascertained that Cheryl was not a registered voter and therefore not eligible to serve. Hence, John Higgins' name will be presented to the Select Board.>>

OLD BUSINESS: None

NEW BUSINESS: Kenn brought up the subject of fund raising, which will be critical to moving forward with updating and expanding the Library. MaryPaul discussed problems with registering and acknowledging donations made to the Friends, which needs to be addressed before going to the public for assistance. An ad hoc group will get together to devise a system for handling this important task in an orderly and efficient fashion.

MaryPaul reminded the Trustees that she will be out of town for the February and March meetings. Hopefully, we will be able to have her join us via Skype.

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

NEXT MEETINGS: Monday, February 8, 2016 - 7pm
Agenda - Discuss Building Committee Progress

Submitted by: Mickey Jervas, Secretary