Taft Public Library Trustee Meeting Notes

9/13/11

Attendees: Kathy Carlson, Bob Carlson (7:21), Carrie Grimshaw, Susan Darnell, Andrew Jenkins, Bill McHenry , Carolyn Peters (7: 26); Don Morin (School Committee)

Meeting called to order at 7:00 by Susan Darnell, Bill McHenry 2nd & all in favor.

Minutes of 7/12/11 meeting approved & accepted. Kathy Carlson moved to accept & Bill McHenry 2nd & all in favor.

The meeting began w/ discussion of Andrew’s proposal to become more involved w/ the schools. Don suggested that Andrew speak w/ the principals first before addressing School committee. Andrew stated that communication w/ Clough has been positive, but conversations w/ Miscoe & Nipmuc, although receptive, didn’t go farther than an initial conversation. Don suggested that Andrew look at the curriculum guides (on line) to get an idea of types of topics so that the library can be better prepared with materials. Andrew continued to elaborate on informing teachers of the materials available for them at the library. Don suggested he think about addressing the teachers at a professional development or staff meeting. Carrie & Andrew suggested that one grade (maybe 1st grade) be identified to ensure each student has a library card. Trustees and Don were enthused by this idea. Don will speak w/ Janice Gallagher (Clough principal), and Ann Meyer (Miscoe) regarding this conversation. Finally, Don will get back to Andrew to coordinate the meetings. AlertNow Messages are controlled by individual principals; Andrew to contact them to send messages to town.

Carrie gave a summary of director’s report (see attached).

* Parks Dept. has agreed to add TPL to their mowing schedule
* Furnace is cracked; Green Grant may cover a portion the cost ($10,700) per Ann Mazer; any additional costs should be forwarded to town hall (per Carolyn) for payment. Carolyn advised that Carrie communicate w/ the selectman so they can plan $ accordingly. Susan advised that Carrie create PR to give credit to the Grant committee.
* Summer reading was a huge success.
* ARIS report was submitted to MBLC on time; State Aid to Public Library Application is due in November which Carrie will file requesting a waiver. Susan suggested that Bill take a look at 2011’s report to see what information he can pull from it.
* New circulation system from CWMARs was scheduled for installation; but has been postponed. Carrie has had staff workshops to re-acclimate staff for Geneology cataloguing; and will have more for the new circulation system.

Budget

Carolyn presented current budget. After looking at the town annual reports for 2007 and 2008; in 07 salary budget was approx. $94,000 and in 08salary budget was approx. $96,600, 2012 salary budget is $73,342. Concern was stated for the salary remaining for FY 2012. Current monthly avg salary has been $1700/week; remaining moneies ($56,005) averages $1300/wk. Discussion of hours of operation to possibly change to cover salary. It was decided that Carrie & Andrew would develop a couple of scenarios of scheduled hours of operation to present to Carolyn for budgetary consult. Any changes made would be voted on at an upcoming meeting (either October Trustee meeting or a call for an “emergency” meeting). Andrew & Carrie to investigate the circulation reports to find the slowest circulation weeks with the possibility of closing for a week to save salary hours. Discussion was held regarding volunteers, both seniors & high schoolers. Volunteer discussion is to be carried over into other meetings.

St. Mike’s

Recent communication w/ Johanna Ferruci (real estate agent for St. Mike’s) stated that the Arch Dioceses wants a written document stating our interest. Susan suggested that the Trustees take a portion of the “to do” list and each trustee research. Discussion was made if there is money for an architect feasibility study; it was suggested that the selectman are informed and let them know there is something for the town to gain (i.e. current library building). Further discussion of potential architects – the one who did the original Taft/St.Mike’s conversion OR the one who created the plans for the “old” proposed regional library. It was agreed we need an architect. Carrie to find the name of prior & Susan to call Sharon Cutler for name of former. Susan to get a copy of right of first of refusal from Ferruci, and forward to Trustees.

Friends of TPL Update

* Book sale is 10/8; same day as Mendon Country Fair, purposely planned for same day due to high traffic; volunteers needed – Andrew will make contact w/ potential volunteers.
* In process of organizing Holiday House tour; last year made approx. $1200; currently have 4 house scheduled, need 1 more.

Three Year Plan

The last 3-year plan expired in 2004. Carrie forward to Trustees. Upon review, the statistics need to be updated; a needs analysis is necessary; projects & activities need to be updates. Carrie to forward to Don to convert from PDF to Word. Carrie to have ready for review for November Meeting.

Policy Development

Carrie & Andrew investigated policies currently existing & what we are missing. They were able to find policies from MBLC that pertain to almost all areas of TPL. Carrie to communicate policies to staff.

Our next meeting date is scheduled for October 4th , November 1st is a tentative date for the following meeting.

Bob Carlson made a motion to adjourn the meeting at 9:20; Carolyn 2nd & all in favor.