Taft Public Library Trustee Meeting Notes

10/4/11

Attendees: Kathy Carlson, Bob Carlson, Carrie Grimshaw, Susan Darnell, Andrew Jenkins, Bill McHenry , Carolyn Peters

Meeting called to order at 7:10 by Susan Darnell, Carolyn Peters 2nd & all in favor.

Minutes of 9/13/11 meeting approved & accepted. Bob moved to accept & Bill McHenry 2nd & all in favor.

Discussion had regarding last week’s budget meeting notes; Andrew clarified that he works 16 hours of desk time (not 10 as stated last week).

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

* Carrie met w/ staff regarding town fiscal issues; Carrie did mention to staff that hours may change or be cut; meeting was somber, but staff understood the issues
* The furnace needs to be replaced & the wheels are in motion to have the cost covered by a Green Grant; Susan recommended that selectmen be informed and advised that it might be requested the town pay for and the grant would replenish the funds; it was advised that additional estimates are required. To accommodate the Green Grant, the companies must be “green”.
* Lego has agreed to send materials to the library free of charge.
* The State Aid Application is due November 12 for the supplemental waiver ; Carrie is organizing information & will forward papers to Claudia & Susan Darnell for their input. Carrie doesn’t anticipate any issues other than the proportionality of the budget cut.

Budget

Carolyn presented current budget. Total budget $153,703; salaries $102,342 (66.6% of total budget); leaving 33% left but 19% needs to go to books; leaving very little left & most other expenses are fixed. There is very little $ left, in fact expenses are short by about $1,800. It was noted that salaries are the line items that should be proportionate to the number of weeks left in the year & should be monitored closely and frequently.

Discussion had regarding Cultural Committee & the deadline is fast approaching; Carrie & Andrew should think about & submit the applications.

Staffing

* Bill suggested a split schedule meaning open in the morning, close for mid-day hours; open later afternoon & evening. Carrie’s concerns were w/ split shifts staff wouldn’t be able to communicate project progress; patrons might become confused & frustrated w/ a constant change in hours.
* Carrie presented several options; option #3 cut the library hours to 30 and would require some $ from state aid to cover salaries (less than $1,000); options #1 & #2 cut the library hours to 29 both options fit the salary budget for the remaining year. The option Trustees decided on is:

Monday – Closed; Tuesday – 10-7; Wednesday – 10-7; Thursday – 10-7; Friday – 12-5; Saturday – 9-12

Totaling 30 hours per week

Discussion followed about not always having 2 circulation desks open. Discussion about closing the library for 2 separate weeks over the course of the year (week before Christmas) and another week undecided. The schedule will go into affect effective 10/11/11.

* Carolyn Peters made a motion for the library to be opened 30 hours per week and closed two weeks of the year (see above) and in order to fund that schedule, the Trustees authorize $1,000 to be funded from state aid. Bob Carlson 2nd; all in favor.

National Grid / Solar Panels on North Ave.

* Susan approached Michael Peters (retired from Nat Grid) about direction on who to speak w/ to collaborate to put solar panels; his advice was that Nat Grid only pursues on their own property; Susan to inquire w/ town hall if there is a private company already on board willing to work w/ this project.

St. Mike’s

* Diocese, through realtor, wants an offer; not a right of first refusal. Upton church was sold quickly. Discussion of contracting an architectural engineer.
* Bill will speak w/ Margaret regarding the rules & regulations for obtaining/spending consulting fees.
* Bob Carlson made a motion to approach the structural engineer (MacLeod Consulting, Inc) from the initial inspection of St. Mike’s to develop a preliminary budget to present to selectman. Kathy Carlson 2nd; Bill McHenry abstain; 4 in favor (Susan stepped down as Chair for the vote).
* Susan to make contact w/ MacLeod Consulting.

Friends of TPL Update

* Book sale is 10/8; same day as Mendon Country Fair

Our next meeting date is scheduled for November 1st,  December 6th is a tentative date for the following meeting.

Bill McHenry made a motion to adjourn the meeting at 9:23; Bob 2nd & all in favor.