

Taft Public Library Trustee Meeting Notes
8/1/12

Attendees: Carrie Grimshaw, Bill McHenry, Kathy Carlson (exited 9:24), Leigh Martin (School Committee), Bob Carlson, Kathy Schofield, Carolyn Peterson (7:30)

Meeting called to order at 7:10 by Kathy Carlson, 2nd by Bill McHenry.

Bill McHenry moved to accept the minutes of the meeting dated 7/11/12. Bob Carlson 2nd, all in favor.

Carrie reviewed the Director's Report.

- Summer Reading program is going well. Continue to receive positive PR from press. 270 kids have signed up.
- Regarding the Cardboard Boat Race, it went off w/o a hitch.
- ARIS report due 8/24/12, Bob Carlson will sign due to the absence of Susan Darnell.
- Website – Bill called Matt Vincent who created a shell & they are working together to pull info from older format & put into new format
 - Carrie suggested the Trustees proofread the text
 - Bill acknowledged the site is fairly “empty” & needs help to get it more full
 - Discussion of divvying out the workload; suggested that employees help with the website – questions to be answered
 - Carrie & Bill to work on
- Discussion of longevity bonus. Per town counsel, several people are eligible for this personnel policy. The trustees are in agreement, that the Town Hall Payroll Department should determine how this is allocated to the employees whom are eligible. The trustees are aware this will affect the payroll line item in the budget. Until the policy is changed, it is the opinion of the board to follow the policy. Bill to contact FinCom for advice on how to proceed.
- Discussion of budget – salary line item is averaging on target. CWMARS bills paid.
- Discussion of staffing issues/morale – Staff is upset about budget issues. TPL used to be open 56 hours 2 years ago, now TPL open only 30 hours, so staff hours are down for all.
 - Susan suggested that a monthly staff meeting & Carrie wants to follow through with this on Fridays, after the library closes.
 - Seniority takes precedence with the schedule.
 - Carrie has also informed the staff that call outs should be made to her & not staff finding their own coverage.
 - A suggestion was to rotate the sub list so that everyone gets a fair chance of more hours.
 - A suggestion was to overlap the schedules by 15 minutes to allow staff time to explain the task to be completed
 - A suggestion was to have the staff fill out a survey as to what they like/dislike about the TPL & any suggestions they have
 - Staff is frustrated that they can't get the work done in the limited hours.
 - Staff is also frustrated with the new Evergreen software implemented by CWMARS. Carrie has made arrangements with CWMARS to come to TPL to do staff training.
 - Kathy Carlson made a motion to make the following decisions from the suggestions, Carolyn Peterson 2nd, all in favor.
 - Carrie will implement the monthly staff meeting & it will be paid for by state aid
 - Carrie will add 15 minutes to some shifts to provide overlap to explain the tasks to be completed, ensuring continuity for patron services. The salary line item will absorb this. It's estimated that the additional hours per week to be added is 1.
 - A staff survey will be generated to explain what they like/dislike about the TPL & any suggestions they have. It will be ready for the September staff meeting.
 - Carrie will create a sub list based on rotating priority. The rotation includes all part-time staff who will be offered an opportunity to fill in an open shift.

Discussion of St. Mike's

- Received today, the lawyers of St. Mike's accepted the option agreement
- Bill updated trustees of conversation with Tom Belland of BVT
 - BVT has not made a firm commitment or firm savings amount as of yet
 - Cannot commit to absolutely finishing the project, but they want to be involved. If that were the case, contractors would finish the job
 - Discussion of reliability of time frame
 - Discussion of delegating small tasks to ensure a better chance of completion
 - Discussion of budget still needs to be presented at \$1.7 million with known savings from the BVT but recognize that BVT can not commit to exact savings
 - Bill to go back to BVT to better determine types of projects that they think they can commit to in a school year – not completing tasks is a strong concern of the TPL Trustees
- One person responded to the St. Mike's panel.
 - Discussion of approaching citizens to join the panel
 - Kathy Schoefield volunteered to approach citizens that she knows who are for/against the Library project to be part of a panel.
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Discussion of Public Hearing on 9/12/12 at the Town Hall. It will be taped. It will public informational meeting about St. Mike's. The public is invited to come to learn more & ask questions. Action points for the Sept 12 meeting – advertise on Local Access cable, WMRC radio, get someone to videotape.

Jen O'Donovan was approached by Imperial Cars to have a booth at the Car Show, Friday, August 17. The question is do the trustees want to get involved. Yes.

Meeting adjourned at 9:35.

Our next meeting Wednesday, 9/5/12 at 7:00 at Taft Public Library.