

Taft Public Library Trustee Meeting Notes
3/6/13

Attendees: Kathy Carlson, Bob Carlson, Andrew Jenrich, Susan Darnell (via Skype), Amy Fahey, Leigh Martin (School Committee)

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

Susan made a motion to accept the minutes from the 2/6/13 with corrections; Amy 2nd; all in favor

Andrew reviewed the Director's Report.

- Amy Fahey made a motion to pay the National Grid bill of \$340.20 for the 29 North Avenue property. Susan Darnell 2nd, all in favor.
- Andrew updated the report regarding Town News – the researcher of a Sci-Fi show, *Haunted Collector*, will not be in need of filming at TPL.

Bob made a motion to accept the Director's Report dated 3/6/13; Amy 2nd; all in favor.

Andrew reviewed the current budget. Susan requested that Andrew include the funds for State Aid on the budget report so as to keep track of spending & balances.

Kathy made a motion to accept the budget report as presented by Andrew; Leigh 2nd; all in favor.

Amy presented the accepted minutes of the Building Committee dated 2/13/13. She also updated the trustees on the meeting dated 2/27/13, but those minutes are not yet accepted by the Committee.

No news from the Friends of TPL due to a scheduling conflict from last week.

Regarding recruiting volunteers for the TPL, Andrew created a list of areas where volunteers might make a contribution:

- Volunteers to create a program they are interested in
- Volunteers to look for funding sources such as approaching local businesses for donations to help with programming funding
- Volunteer who is computer/tech savvy to oversee a website for summer reading on-line registration; Susan suggested Andrew approach BVT to find a student who might be able to help; all agreed the person would need specific direction for a project like this
- Volunteer who is a liaison to the schools so the library knows in advance what projects are coming up to be better prepared (i.e. 2nd grade Fairy Tale Ball)

Discussion held about how we are going to draw people in to do some of these things.

Amy suggested that the "posting" include time frame so as to help people know of a time commitment.

Discussion of getting patrons' emails to create a database.

Discussion of documents that need to be created/updated for TPL, such as:

- Library policies
 - What is required by law
 - Internet use
 - Freedom of information
 - Patron issues
- Personnel policies (covered by the Town & Union Policies)
- Trustee By-Laws
- Job descriptions
 - Director & Children's Librarian are done
 - Library Techs' descriptions are needed

- Internal Procedures
 - Created as a reference manual
 - Responsibility chain
 - Maintenance issues

Andrew will research library policies.

Susan w/ Andrew will list out internal procedures.

Leigh will research the by-laws.

Susan obtained a list of new residents as of the last 6 months and Amy created a letter to send to new residents. Currently there are about 50.

Susan announced that Dan Gilmore has resigned as trustee.

Susan brought up the fact that taking care of the rectory at 29 North Avenue is more expensive than anticipated. The suggestion was to approach the selectmen and offer the suggestion. A caretaker position was suggested. Susan will contact town counsel to see if there are legal issues which might prohibit the proposition.

Bob adjourned the meeting at 9:21; Kathy 2nd; all in favor.

Next meeting is scheduled for April 3, 2013 at 7:00 at Taft Public Library.