

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, April 3, 2013

7:00 PM

Trustees present: Bob Carlson, Susan Darnell (via Skype), Amy Fahey, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich, Finance Committee Chair Rich Schofield

I Call to Order

The meeting was called to order at 7:05 PM by Vice Chair Bob Carlson.

II Approval of Agenda and Approval of Meeting Minutes

MOTION: On a motion of Susan Darnell to approve the agenda, seconded by Amy Fahey.

VOTED: Unanimous.

MOTION: On a motion of Leigh Martin to approve the March 6, 2013, meeting minutes, seconded by Amy Fahey.

VOTED: Unanimous.

III Director's Report

Andrew Jenrich reviewed the Director's Report. He reported that the Friends are donating \$1800 to the summer reading program. Lisa Stratton has created a new library Facebook page; the Taft Friend Facebook page under Jen O'Donovan will also remain active.

IV Budget Report

Andrew Jenrich reviewed the Budget Report. Fuel and lighting are in good shape, while funding of supplies, programming, and books is a concern. Rich Schofield suggested getting a recommendation from Anne Mazar regarding the boiler maintenance.

V Friends of the Library Report

Amy Fahey reported that the Friends will fund the PawSox pass again this year and will also assist with Summer Reading program expenses. Other initiatives in progress include a membership drive, the pie and bake sale to accompany the Memorial Day parade, and possibly the holiday house tour. The book sale has been discontinued for this year due to a low return on investment in light of the effort it requires. The next Friends meeting will be held at Willowbrook Restaurant on Tuesday, April 23.

VI Building Committee Report

Amy Fahey reported that the Building Committee is waiting to hear about the gas hook up at the new library property. The property will be hooked up to Mendon dispatch. Discarded shelving from UMass may be available; storage of the shelving may be an issue. The draft of the OPM and Request for Services for an architect are both being drafted and reviewed. A new sign has been erected at the site. Green Community grant application is being prepared.

VII Policy and Procedure Update

Andrew Jenrich reviewed the Policies and Procedures handouts and discussed a social networking policy and an evacuation safety policy. Susan Darnell noted that Policies and Procedures may need to be reviewed by Town Counsel. Amy Fahey introduced and reviewed a position description for library trustees from the MLS Trustee Handbook.

VIII Bylaw Update

Leigh Martin is working on the By-Laws and will have a draft for the committee's review at the May 1st meeting.

IX Website Training and Update

Andrew Jenrich will meet with Bill McHenry in the near future to begin transitioning the maintenance of the library website from Bill to others as yet to be determined (staff, trustees, or a combination). Amy Fahey volunteered to assist.

X FinCom Position on Property Insurance

Rich Schofield summarized the current town budget, which is balanced at present, and detailed anticipated town expenses in the near future. Consequently, the FinCom recommends that Property and Casualty insurance payment of \$4673 on the new library property be paid out of the library's state aid. If the property were occupied, the payment amount would decrease to \$533. Trustees will investigate whether a tenant in the rectory would allow the entire property to qualify as occupied.

XI Updates and Announcements

Susan Darnell mentioned that all official communication of the Board should be conducted through the town email system. John Niro can assist with troubleshooting.

Susan Darnell noted that two trustee seats are vacant and that the trustees should consider identifying potential candidates. A party interested in being appointed to a trustee seat should write to (email) the Board of Selectmen indicating interest and stating qualifications.

Andrew Jenrich mentioned a staff meeting being held on Friday, April 8.

XII Future Agenda Items

Staffing and volunteer update from Andrew Jenrich
Trustee job description update from Amy Fahey
By-laws update from Leigh Martin
Discussion of trustee vacancies

Next meeting will be held on May 1, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

IV. Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Leigh Martin.

VOTED: Unanimous.

Meeting was adjourned at 9:30 PM.

Minutes by Leigh Martin