

Taft Public Library Trustee Meeting Notes
5/1/13

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

Meeting called to order at 7:10.

Bob made a motion to accept the minutes from the 4/8/13; all in favor.

Andrew reviewed the Director's Report.

- Staffing – all desk hours will be covered while 2 staff members are on medical leave mid to end May; project hours will be cut

Susan reported on the Building Committee

- Old shelving to be stored in Fire House; 3 trailer loads; boy scouts to unload
- Anticipate using the old shelving in the new library
- Project Manager job has been posted
- Walk through of the building 5/2/13
 - 6 people are expected to show up
 - Have required information from BOS for potential candidate for Project Manager
- Building Committee to meet weekly to go through letters of interest for position
- Still questionable if the building is able to be supplied w/ natural gas
- Once the Project Manager is selected, then the architectural bids to be posted

Discussion of renting the rectory

- There is a possibility the rectory is rentable
- To date, there has been money spent heating the rectory to save the pipes
- Currently, paying for heat, electric, and phone lines
- To make the rectory rentable, need to replace the hot water heater, electrical panel, heating system
- Unsure who would pay for these repairs – TPL or town?
- Chief Horn, per the FinCom, has been instructed to evaluate the situation
 - Some discussion about whether Police Admin might move out of the trailer and house themselves at the rectory (an empty municipal building).
- If the rectory is made into a rental, the town assumes the income, but also the expenses
- If the rectory is rented, TPL can set the criteria for renting
- Next Steps
 - Get a firm figure to fix things and bring info to selectmen; inquire who pays for expenses & who receives the income
 - Susan to get estimates for hot water heater, electrical panel, heating system

Discussion of policies

- Andrew to work on list of 2-3 policies for next meeting

Discussion of by laws

- Leigh presented draft version of by-laws for TPL
- To the best of any trustee's knowledge, this is the first set of official by laws created by any trustee or board of TPL
- Discussion of draft
 - Changes suggested and agreed upon
 - Leigh to incorporate changes and present revision at next meeting

Leigh made a motion to adjourn the meeting; Bob 2nd; all in favor.

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.

Approved 7/10/13

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 June 5, 2013 at 7:00 at Taft Public Library.