

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, June 5, 2013

7:00 PM

Trustees present: Michelle Brower, Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:06 PM by Susan Darnell.

II Approval of Agenda

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

VOTED: Unanimous.

III Introduction of Members

New trustees Michelle Brower and Sharron Luttrell were welcomed and individual trustee and librarian introductions were performed.

IV Director's Report

Andrew Jenrich reported that the library's fence has been repaired. Updates to the library website are in progress with Bill McHenry's assistance. Children's librarian Lisa Stratton is working on publicizing the summer reading program through multiple channels. Andrew and Lisa are collaborating on summer reading events and activities, including intergenerational programs at the Senior Center.

V Budget Report

The end of the fiscal year is approaching on June 30. Andrew Jenrich noted contracted services and lights as two areas of concern. The library will stay open on the last two Saturdays in June. Andrew reviewed the salary line projection, supplemental report, and state aid.

VI Building Committee Report

Susan Darnell stated that the Building Committee has been meeting nearly every week and has received five proposals for a project manager. Proposals are being reviewed and a short list will be compiled for submission to the Board of Selectmen in the near future. Once the project manager is hired, the architect position will then be posted, followed by the general contractor. All pertinent information and minutes of the Building Committee are posted on the library website.

Plans to utilize the former rectory building at the new library site by town employees are still being developed. The Parks Department will mow the lawn in July and August as

staffing levels permit; volunteers will mow in June. The landscaping will need to be completely renovated when the new library is planning to open.

VII Friends of the Library Report

Leigh Martin reported that the Friends held a successful pie and bake sale at the Memorial Day parade. The Friends are assisting with funding summer reading programming.

VIII Bylaw Update

Leigh Martin is finalizing the By-Laws and will have a draft for the committee's vote at the July 10th meeting.

IX Job Descriptions

Andrew presented the Library Director, Children's Librarian, and Library Technician job descriptions for approval. Some editing changes were made on minimum qualifications and duties.

MOTION: On a motion of Amy Fahey to approve the descriptions as amended, seconded by Bob Carlson.

VOTED: Unanimous.

Susan Darnell presented the Trustee job description for approval. The fourth point, regarding hiring the children's librarian, was omitted. The responsibility of attending regularly scheduled Trustee and subcommittee meetings as needed was added.

MOTION: On a motion of Amy Fahey to approve the description as amended, seconded by Leigh Martin.

VOTED: Unanimous.

X Policy and Procedure Update

Andrew presented three library policies for first examination.

XI Election of Officers

MOTION: On a motion of Bob Carlson, seconded by Amy Fahey, to accept the following slate of officers as presented:

Susan Darnell as Chair of the Trustees
Bob Carlson as Vice Chair of the Trustees
Leigh Martin as Secretary of the Trustees

VOTED: Unanimous.

XII Updates and Announcements

Susan Darnell announced that Judy Leonelli of Millennium Realty donated her \$3,000 commission from the sale of the former St. Michael's Church property to the Taft Public Library Building Committee via the Friends of the Taft Public Library.

Andrew noted that Christin Barnett recently held a successful painting workshop at the library.

XIII Future Agenda Items

Approval of Minutes from May 1 and June 5

Standing Reports

By-laws vote from Leigh Martin

Policy review from Andrew Jenrich

Goal Setting and Planning

Next meeting will be held on July 10, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

XIV. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 9:18 PM.

Minutes by Leigh Martin