

**Board of Trustees of the Taft Public Library**

**Minutes**

**Taft Public Library, Mendon, MA**

**Wednesday, July 10, 2013**

**7:00 PM**

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

Also present: Library Director Andrew Jenrich

Not present: Bob Carlson

**I Call to Order**

The meeting was called to order at 7:10 PM by Susan Darnell.

**II Approvals**

**a. Agenda**

**MOTION:** On a motion of Leigh Martin to approve the agenda, seconded by Amy Fahey.

**VOTED:** Unanimous.

**b. Minutes of May and June**

**MOTION:** On a motion of Leigh Martin to approve the May 1 minutes, seconded by Amy Fahey.

**VOTED:** Yea: Susan Darnell, Amy Fahey, and Leigh Martin.

Michelle Brower and Sharron Luttrell abstained.

**MOTION:** On a motion of Amy Fahey to approve the June 5 minutes, seconded by Leigh Martin.

**VOTED:** Unanimous.

**III Director's Report**

Andrew Jenrich reported on the summer reading program highlights, staffing issues, and equipment upgrades. All VHS cassettes have been phased out of circulation. The library Facebook site has been updated with summer reading information. A new sort-to-light delivery technology system for inter-library loans will be implemented this month and will improve efficiency.

**IV Budget Report**

The new fiscal year has started. Financial functions are progressing in routine fashion. Amount remaining in FY2013=\$1,674.63, with the budget being in the red on supplies and books.

### **V Building Committee Report**

A project manager has been chosen and will be recommended to the Selectmen for hiring. Next steps include posting for, interviewing, and hiring an architect; then selecting a general contractor. Anne Mazar will be of assistance in the future regarding applying for green communities grant money.

### **VI Friends of the Library Report**

Membership drive for Friends of the Library is in the works. The Friends are contributing to Summer Reading activities, including the upcoming cardboard boat race.

### **VII Bylaws Update**

Leigh Martin finalized the By-Laws and requested the committee's approval.

**MOTION:** On a motion of Amy Fahey to approve the Taft Public Library Trustee by-laws, seconded by Michelle Brower.

**VOTED:** Unanimous

### **VIII Job Descriptions**

Susan Darnell presented the revised Trustee job description for approval. Clarifying language was added.

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

**VOTED:** Unanimous.

### **IX Goal Setting**

A brainstorming session ensued on the future direction of the library, both in the short and long term, in our present location and at the new property at 29 North Avenue. Ongoing internal business includes work on policies, procedures, and formalizing practices.

Once the new library is operational, fundraising will be a high priority, along with managing communications, and reversioning our mission.

General challenges we face include managing perception, facing fiscal constraints, rebranding, and fostering and promoting a coherent vision.

Specific challenges for the director include staffing, storage weeding and envisioning the future collection. Andrew is in the process of identifying projects to help facilitate the move and manage the system and will share a list of those in the future.

Future agendas may be topic/issue-oriented rather than a review of large reports. Susan will organize a categorized list according to topic and timeframe. Amy mentioned that communication is key; the e-newsletter in development will be helpful.

### **X Correspondence, Updates and Announcements**

Susan shared data concerning the town demographics. Population is aging in town, with an increase 45-59 year olds and decrease in under 5 year-olds. By 2035, Mendon may see 500 more households. 73% of land in Mendon is undeveloped. In 2011, the average

house price was \$326,000, with a median household income of \$102, 000. Implications for the library must be considered and integrated in our future planning.

**XI Future Agenda Items**

Prioritizing brainstorming list  
Building Committee updates

Next meeting will be held on Sept. 4, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

**XIV. Adjournment**

**MOTION:** On a motion of Sharron Luttrell to adjourn the meeting, seconded by Amy Fahey.

**VOTED:** Unanimous.

Meeting was adjourned at 9:30PM.

Minutes by Leigh Martin