

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Tuesday, Sept. 24, 2013

7:00 PM

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

Also present: Library Director Andrew Jenrich

Not present: Michelle Brower, Bob Carlson

I Call to Order

The meeting was called to order at 7:15 PM by Susan Darnell.

II Approvals

a. Employment Contract

MOTION: On a motion of Amy Fahey to approve the Employment Contract between the Taft Public Library Trustees and the Library Director as amended, seconded by Sharron Luttrell.

VOTED: Unanimous.

b. Job Description

MOTION: On a motion of Amy Fahey to approve the Library Director Job Description as amended, seconded by Sharron Luttrell.

VOTED: Unanimous.

III Draft of the Work Plan

We have a January 1st deadline for getting our plans out to building committee. Information needs to be compiled in December, with information gathering taking place in October and November.

Andrew will visit Bolton and Boxborough libraries to examine their functionality in light of recent renovations.

A suggestion from the Building Committee was to circulate surveys, both online and hard copy. Face-to-face conversations are also important. Amy will send a sample email survey.

Trustees will contact and/or briefly visit with specific constituencies to assess library needs and wants (schools' PTOs, student councils, and Honor Societies; Senior Center participants; Lions' Club).

IV Future Agenda Items

Next meeting will be held on Oct. 9, 2013, at 7:00 PM in the Milford Public Library to confer with Milford library staff.

V Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:55 PM.

Minutes by Leigh Martin