

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, Sept. 4, 2013

7:00 PM

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

Also present: Library Director Andrew Jenrich

Not present: Michelle Brower

I Call to Order

The meeting was called to order at 7:00 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 July

MOTION: On a motion of Sharron Luttrell to approve the July 10 minutes as amended, seconded by Amy Fahey.

VOTED: Unanimous.

III Director's Report & Budget Report

Andrew presented the director's report and the budget report.

IV Building Committee Report

Amy reported that the Building Committee has been meeting almost weekly and the Request for Proposal for the architect is being finalized, with a Spring of 2015 move-in projection.

V Finalize Goals and Objectives

A discussion of a need to brand and establish library mission ensued, based on the brainstorming list. Recognition of importance of audience awareness, needs assessment, what the library patrons want, demographics and analysis of community was mentioned. Who can we learn from Milford and other areas with new libraries and innovative programming would be helpful. Flexibility in terms of space use and perspectives will be necessary. Communicated ideas can be foundation for fundraising. The Friends of the Library group needs to expand membership. Grants could be

pursued, although competition is steep. Communications needed through multiple media channels 6 mos. ahead, Jan. 2014. Coordination needed between trustees, building committee, and architect when hired.

VI Library Policies

Andrew presented two revised policies initially presented at the June meeting.

MOTION: On a motion of Amy Fahey to approve the amended policy for the selection of materials and maintenance of collection, seconded by Sharron Luttrell.

VOTED: Unanimous.

MOTION: On a motion of Amy Fahey to approve the amended policy concerning confidentiality of library patron records, seconded by Sharron Luttrell.

VOTED: Unanimous.

Andrew was further directed to inform staff of the newly enacted policy, add its contents to pertinent job descriptions, and ensure compliance with library confidentiality rules as the policy directs.

Library program policy and library internet use policy were distributed for first read.

VII Future Agenda Items

Ordering of priority list

Invitation to Milford Library staff to assist in planning

Next meeting will be held on Oct. 9, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

VIII Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 9:25 PM.

Minutes by Leigh Martin