Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Wednesday, Mar. 5, 2014

7:00 PM

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

Absent: Michelle Brower

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:05 PM by Bob Carlson.

It was announced that Susan Darnell will be participating remotely as geographic distance will make her attendance unreasonably difficult pursuant to 940 CMR 29.10 (5) (e). The requirements of remote participation were briefly summarized, including all votes being taken by roll call.

II Approval

a. Feb. 12, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the Feb. 12, 2014 minutes as amended, seconded by Leigh Martin.

VOTED: Unanimous by roll call.

III Director's Report

Staff hours have been increased. Staff gave feedback on the new proposed library designs, which were communicated to the Building Committee.

The furnace will be cleaned and maintained soon by Boucher Energy. The fire alarm system has been repaired following a failed test. Loss Control Recommendations from MIIA are being addressed.

Tutors with Tails, a volunteer program which provides trained dogs as an audience to help foster a love of reading in young learners, seems promising and may be implemented in the near future.

The Library Holds system has been refined to keep more of our items here and available for our patrons at Taft.

IV Budget Review

Andrew presented the monthly budget, salary, and State Aid reports.

V Report on Building Committee

The heating system in the new building was recently discussed by the Building Committee, as well as the public well.

VI Updates and Announcements

Michelle Brower resigned as a trustee, effective immediately.

VII Update on Historical Society

Susan had no new updates to report.

VIII Friends of Library Update

The website has been updated and a PayPal button has been integrated. The Friends annual meeting will be held on April 28 at the Senior Center. Tara Windsor will attend to request funding for summer programming. Some fundraising ideas are being investigated.

IX Policies and Procedures

All library job descriptions need to be modified to contain references to the policy on confidentiality of library patron records.

MOTION: On a motion of Amy Fahey to approve library job descriptions for Library Director, Children's Librarian, and Library Technician as amended, seconded by Sharron Luttrell. **VOTED**: Unanimous by roll call.

Sharron presented two policies regarding conduct of staff and patrons.

MOTION: On a motion of Leigh Martin to approve Staff Conduct Policy and Patron Conduct Policy, as amended, seconded by Amy Fahey.

VOTED: Bob Carlson, Sharron Luttrell, and Leigh Martin voted affirmatively by roll call; Susan Darnell abstained.

X Future Agenda Items

Next meeting will be held on April 2, 2014, at 7:00 PM at the Taft Public Library.

Upcoming policies for review: Circulation Policy; Meeting Room/Facilities Use Policy; Website Policy; Social Networking Policy; Internet Use Policy, including Wireless Devices; Display and Exhibit Policy; Inclement Weather Policy; Emergency Response Policy.

Susan Darnell will be participating in the next two meetings remotely via Skype from FL.

XI Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:38 PM.

Minutes by Leigh Martin