

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
January 11, 2017
7:00 PM

Trustees present: Sharron Luttrell, Ellen Agro; Leigh Martin (School Committee), Lauren Heather

Also present: Library Director Andrew Jenrich

Absent: Kelley Aubut, Amy Fahey

I. Call to Order

The meeting was called to order at 7:05 PM by Ellen Agro

II. Approval of Minutes

MOTION: on a motion to approve the Nov. 9 , 2016 meeting minutes by Leigh Martin, seconded by Lauren Heather.

VOTED: Unanimous

III. Director's report

Andrew presented his director's report. He is interested in starting a conversation with Digital Commonwealth about digitizing some of the archives.

Performance evaluations of staff was done. Staff has completed online conflict of interest training.

There is some confusion over the purpose of the Friends' renovation fund. Andrew and the Trustees agree that it must be used for facilities, not for books, programming, etc. We have a number of projects that need funding, including fencing for the HVAC system and film to cut glare from the windows. Andrew will speak with the Friends about it.

Kevin Rudden told Andrew about someone who will paint lines in the parking lot, but nothing has come of it yet. Andrew will follow up with Kevin.

One set of shelving purchased in 2008 or 2009 for the old children's room is up for grabs.

Andrew drew up a budget that would allow the library to be fully functional.

For example, he proposed funding the programming budget at \$10,000 to bring us back to our former level. (programming in FY 2008 was \$10,400; this year it's at \$2,050).

He has put in a line item for staff that reflects a new schedule of 52 hours/week (up from current 30). Schedule would be Monday 9-2; Tues, Wed, Thurs 9-8; Fri. 9-5; Sat. 9-3. Also factored in wage increases and longevity in staff line item.

Children's librarian salary of \$34,461 reflects increase in Tara's hours from 19/week to 32/week at current salary of \$20.71/hr. However, Andrew looked at comparable libraries towns and nearby towns and learned that salaries for full-time librarian are \$23-25/hr. Andrew would like to increase Tara's pay to \$23.50, bringing salary to \$39,104.

Kris Heumann asked Amy at the senior center if there is interest in a library drop-off service. Amy at the senior center will poll seniors and get back to Andrew. There was a question whether library volunteers or staff would be allowed to drop off books at seniors' houses.

Frances Hackenson passed away and the family asked that donations be made to the library.

We are no longer responsible for bills for 18 Main St. The sign on the building is going to come down. We'll put it on the wall upstairs.

IV. Budget report

Andrew presented the budget report. Problem areas are salaries, but will not cut back on salaries. Will use state aid to cover if need (may be in area of \$1,800). We are 80 percent through supplies budget with half a year to go because of rising cost of supplies.

Lights and fuel is well funded. Fuel bills averaging \$1,100 month.

V. New policies and procedures

Went through policies to see what we're missing. Andrew will check with other libraries to compare.

Dan Byer and some others in town were trying to put together a calendar of meeting spaces available and when. Andrew pointed out that we're limited by library closing hours. Our meeting area is not closed off from the rest of the library. Brief discussion about allowing only municipally-run groups to use the meeting space after hours, although we would still have to have a staff member on hand during meetings to supervise. We don't know whether that is feasible. The schools charge groups to use their facilities as meeting space, so we may want to do something like that.

VI. Chair and vice chair positions

Ellen explained that Amy no longer feels the sense of urgency to step down from the chair, so she will remain as chair

VII. Updates and announcements

Trustees must complete the online mandated ethics training.

Next meeting will be held Feb. 8 at 7 p.m. at the Taft Public Library.

VIII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:23 PM.