

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
July 12, 2017
7:00 PM

Trustees present: Amy Fahey, Ellen Agro, Wayne Phipps, Kelley Aubut
Also present: Library Director Andrew Jenrich
Absent: Sharron Luttrell, Leigh Martin (School Committee)

I. Call to Order

The meeting was called to order at 7:06 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the June 14, 2017 meeting minutes by Amy Fahey, seconded by Wayne Phipps

VOTED: Unanimous

III. Director's report

FY17 budget closed out at the end of June with a Salaries balance of \$1,093.63 and a net upside of \$1,686.57. This is because we were allowed to move money from Operations into the Salaries line.

COLA increases started July 1 as well as longevity for three staff members.

Phyllis Foley's work rate to be increased to \$16.56, which is the 2018 rate for library techs.

Discussion on a request for additional hours to make up for lost weekend hours over the summer. The board felt that there isn't room in the budget to add additional hours at this time.

Karen Arnold (Miscoe school librarian) has been volunteering on Tuesday mornings and has been a great help to the staff on what is the busiest day of the week. She is volunteering in reciprocation for the assistance that the library provided in sourcing books during the school year.

The new cleaning company, Jan-Pro, started on July 1.

UV protection for the windows in the Genealogy Room was suggested by the state's Roving Archivist. Andrew will get in touch with the company that installed the UV protection on the south facing windows upstairs.

Andrew is awaiting Metropolitan to come back and repair the light fixture that detached from the ceiling in the YA area.

Worldband to replace the power supply on the server CPU.

Awaiting feedback from Kim Newman regarding how we should handle small maintenance items like repairs, raking & shoveling going forward. These things were handled by Steve Handley in the past however he is no longer being contracted by the library.

Online registration for the summer reading program is tracking a little lower than last year. Andrew is attributing this to the new process and is hopeful that the numbers will continue to increase.

Amy will serve as a judge for the upcoming Cardboard Boat Race, Ellen & Sharron will be available as backup judges. Andrew will also ask Chief Kurczy if he would like to participate.

Andrew will also follow up with the town departments that plan on entering the race.

Still working on bringing content up to date on the new library app.

Attendance counters have been installed on both floors.

Andrew plans to contact CRT Recycling out of Brockton to schedule a pick-up of the libraries e-waste like CPUs, old keyboards, mice and monitors.

Digitizing discussions underway to determine which documents and reports should be prioritized.

FY17 statistical data for regional libraries will be posted 7/14. Andrew will work on the ARIS which is due mid-August.

IV. Budget report

Andrew presented the budget report.

V. Library advocacy

Discussion concerning the rectory and what kind of uses are envisioned. Amy has contacted Kim to get guidance on what we can do in terms of hiring a firm to run a feasibility study. We should consider the same architect that designed the library. Trustees will do a walk thru of the rectory and its garage at the next meeting to get a better handle on the condition of the structure.

Amy spoke with Kevin Rudden about lining the parking lot and he asked us to wait until September. Instead, Amy will contact Alan Tetreault at the Highway Department to see if he can line the lot and put up handicap parking signs.

Amy is working on a letter to the editor thanking library supporters that have given so much time and effort over the past few years.

VI. Updates and Announcements

Next meeting September 13 at 7 p.m.

VII. Adjournment

MOTION: On a motion of Amy to adjourn the meeting, seconded by Wayne

VOTED: Unanimous.

Meeting was adjourned at 9:23 PM.