

**Board of Trustees of the Taft Public Library Minutes**  
**Taft Public Library, Mendon, MA**  
**October 11, 2017**  
**7:10 PM**

Trustees present: Amy Fahey, Ellen Agro, Kelley Aubut, Wayne Phipps, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

**I. Call to Order**

The meeting was called to order at 7:10 PM by Ellen

**II. Approval of Minutes**

MOTION: on a motion to approve the September 13, 2017 meeting minutes by Amy, seconded by Wayne

VOTED: Unanimous

**III. Director's report**

Andrew expressed his displeasure with Jan-Pro and has also communicated this with the Town. The Friends have approved funding for the UV screens in the Genealogy Room as well as standing supply cabinets for both bathrooms and lighting for the signage in the front of the building. Andrew and Leesa will continue to investigate noise-cancelling options as the screens are expensive and probably aren't the right option for the space. Otis Elevator completed work on the elevator so that it could now handle the 2500 lb. max. weight bringing it up to code, however, a certificate of inspection was not left behind. Andrew will follow up with them for clarification. Andrew informed the Board that he has completed and submitted the FY18 State Aid Financial Report and Application and Compliance Form for the library and related that the library will not need to apply for a waiver again this year.

Itty Bitty Storytime continues to be a very popular program. Also seeing great interest in the Beginning Bridges sessions. Andrew is reaching out to Nipmuc for a high school student to help out with tech support regarding website operations.

**IV. Budget report**

Andrew presented the budget report. Andrew noted that Books expenditure is running a little ahead due to large annual invoices for databases and periodicals hitting at the beginning of the fiscal year. The FY19 budget process will begin sometime in the Dec/Jan timeframe. Kim Newman suggested that the library prepare statistical data outlining circulation and attendance as well as a patron survey on hours, services provided to strengthen our request for increased operating hours.

Ellen requested that the budget and director's reports be made available at least the day before the Board of Trustees meetings to allow more time for review and input. It was also requested that the meeting minutes be distributed sooner so that action items are outlined and easily referenced.

## **V. Community thank you**

The board reviewed and edited the letter with Amy. The updated version is attached with the minutes.



Community Thank  
You Letter Oct 2017

## **VI. Rectory**

Discussed the rectory and whether the space can be converted into usable space for the town. Amy spoke with David Eisen, Moritz Schmid and Mary Bulso to get their input. Some issues to consider include accessing a public water supply, hazardous material abatement costs, ADA compliance, connection to the library, the cost of a feasibility study, capacity.

David Eisen offered to personally provide his services to draw up a rough plan for the rectory. The board agreed to approve up to \$3500 for architectural consulting services related to the rectory renovation pending a favorable assessment of accessing a public water supply.

## **VII. Little Free Food Pantry**

Waived discussion until November 8<sup>th</sup> meeting.

## **VIII. Farmer's Market 2018**

Ellen found a ma.gov website that gives detailed steps on how to start up a farmer's market in Massachusetts. The link is: <http://www.mass.gov/eea/agencies/agr/markets/farmers-markets/farmers-market-howtorun-generic.html>

## **IX. New Business**

No new business was discussed.

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

## **X. Adjournment**

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

VOTED: Unanimous.

Meeting was adjourned at 8:45p.m.