

## Meeting Minutes

Taft Library Board of Trustees

September 11, 2019

In attendance: Amy Fahey, Shana Miller, Kelley Aubut, Leigh Martin, Wayne Phipps, Ellen Agro and Andrew Jenrich.

1. The meeting was called to order at 6:01 by Amy.
2. The minutes for June were not available. Approval was passed over until the next time we meet. **Leigh to provide the group with the draft.**
3. Andrew presented his director's report.
  - a. Tara and staff handled the day to day while Andrew was out. There was an issue with the Blue Host server that went down without warning. Tara paid for it to be reinstated. She will be reimbursed. Amy suggested Andrew check into What Army as an alternative to Blue Host. **Andrew will follow up on What Army.**
  - b. Andrew plans to review staff schedules at his October 4 meeting.
  - c. Hannah Sieber has been volunteering time to host College Essay Writing. They are extremely popular. Andrew would like to start reimbursing her for her time.
  - d. Andrew reported that the Miscoe and Nipmuc librarians have found new positions.
  - e. There is still no progress with the additional signage from Signs Plus. **Andrew to find out if the signs are even done.** Aris report is done.

- f. Aris report is done
  - g. Steve Handley has been working out splendidly
- 4. Andrew's contract is still not settled, he is waiting for a draft. **Andrew to contact Kim Newman about the next steps.**
- 5. Ellen reported that the EDC has not done anything further with a Farmer's Market. We will not discuss further unless it is brought up again.
- 6. The Trustees and Director would like to strengthen relationships with the Friends of the Library.
  - a. There may be a membership change. This can be a good opportunity to meet jointly and discuss roles and common goals. Amy distributed literature about strengthening bonds with the Friends.
  - b. We would like to publicly acknowledge the contribution the current Friends group has made to the library. **Amy to draft a letter to the editor.**
  - c. **Amy to draft a memo of understanding for the group going forward.**
  - d. In an effort to work on common goals, we need to have a strategic plan for capital needs and a vision going forward. **Wayne will work with Amy on this.**
- 7. Andrew discussed the issue of persons signing up for programs that have waitlists and then not showing up or cancelling. Charging a refundable deposit could help and well as adding a confirmation button on event keeper. **Andrew to follow up.**
- 8. Andrew invited the Trustees to check out the Central MA Library Advocates meetings. Ellen asked if these meeting could be videotaped so that we could access them electronically. **Andrew to look into this.**

9. **Andrew will follow up with Brian Murray on the library feasibility grant.**

10. Motion to adjourn by Ellen, seconded by Kelley 8:41 pm

Submitted by

Ellen Agro, secretary