

Taft Library Board of Trustees

Meeting Minutes

January 15, 2020

Taft Public Library

Attendees: Amy Fahey, Shana Miller, Wayne Phipps, Leigh Martin, Ellen Agro, Library Director Andrew Jenrich. Absent: Kelley Aubut

1. Call to order by Amy – 6:02pm
2. On a motion by Wayne, 2nd by Shana the Board unanimously approved the December 12, 2019 meeting minutes. (Wayne abstained)
3. Andrew presented the Director's report and Budget reports.
 - a. Two new library assistants started this week. Initially, they will work Tuesdays and Wednesdays and split time on Saturdays.
 - b. Andrew's employment contract was signed. **Ellen** will scan in a copy and forward to the Board.
 - c. Andrew is waiting to hear from Lawney about replacing the computers throughout the library (except for Andrew's and Tara's)
 - d. Programming participation continues to be strong.
 - e. Tara received a grant from the Cultural Council to help fund two programs in the summer.
 - f. Andrew reported that the \$25,000 earmarked for a Library Feasibility study has been released to the Town.

4. Amy found a facility assessment RFP in a database that is similar to what we need to write for our own RFP. **Amy** will get a copy of the study for distribution. **Andrew** needs to submit the initial Special Project Funding Report soon. The Board discussed what the scope of the project would be. It was agreed that we would pursue three scenarios:
 - a. Demo the rectory and landscape the site.
 - b. Demo the rectory and build a pavilion
 - c. Demo the rectory and construct a 1 story multi-purpose building on a concrete slab.

On a motion from Leigh, 2nd by Wayne the Board voted unanimously to approve the initial draft funding report.

Ellen will follow up with the building department re: demolition of town buildings.

Ellen will follow up with Anne Mazar re: use of Conservation funds for the rectory project.

If we demo the rectory, Andrew will need a storage unit. **Ellen** will research suitable units.

5. Amy and Wayne have been looking at strategic plans of other libraries. We will need to begin with Vision and Mission Statements. **ALL** will research other vision/mission statements from other libraries. We will go through them at the next meeting.
 - a. **Andrew** will ask Phylis if she would like to help with outlining the history of Mendon

- b. **Leigh** will send the Board the MURSD Strategic Plan
 - c. **Ellen** will send the Board the Mendon Master Plan
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- 6. Next meeting is Wednesday February 12, 2020 at 6:00pm at the **Mendon Town Hall, First floor conference room.**
 - 7. On a motion from Shana, 2nd from Ellen the meeting was adjourned at 8:15pm