

Taft Public Library Board of Trustees Minutes of May 11, 2023

Members Present: Wayne Phipps, Ellen Agro, Gabrielle Porciello, Sean Nicholson, and Alison Chu

Staff Present: Andrew Jenrich and Tara Windsor

1. Meeting called to order at 6:00PM by Wayne Phipps.
2. Motion to accept last month's minutes by Ellen Agro, 2nd by Wayne Phipps. Passed unanimously
3. No rep from the Friends attended meeting. Books are being sorted for the sale as they come in. Books are being dropped off when the library is open. Most of the books at the rectory are already sorted.
4. Director's report:
 - a. Internet policy is posted.
 - b. Circulation policy is being reviewed by staff.
 - c. Dumpster is coming (at no cost) June 12th and the garage and the rectory are being emptied.
 - d. Darren Simpson has been contacted re: CPR training.
 - e. Finishing staff evaluations and will meet individually with staff.
 - f. Library will be closed Saturday May 27th for the Memorial Day weekend.
 - g. Picnic tables have been refurbished, and the Friends have agreed to cover the cost. No quote given by Bill's Woodworking. If we purchase an additional table, cost for refurbishing will be lowered. Cost of additional tables could come out of relocation as a capital purchase. There is about \$9,000 left in the account. Will get a quote for 2 new tables and refurbish costs combined.
 - h. There are open tickets for firewalls and security on all computers.
 - i. Monica has been weeding and mulching.
5. Budget
 - a. Only 11.9% of the annual budget remains.
 - b. April's National Grid bill was half of the previous month.
 - c. Contracted services were high due to payments for annual subscriptions to Eventkeeper, World Book, and Proquest (Ancestry).
 - d. FY 2024's budget was approved at the town meeting.
6. Programs
 - a. There were 23 programs offered in April.
 - b. There are 27 programs scheduled for May.
7. Projects
 - a. Andrew spoke with Amy Kent about senior abatement workers. They have a 90 hour cap and many of them are approaching 90 hours. The senior center is looking for more seniors. Ellen recommended contacting Sue Edmonson as she is a good worker and looking for more hours.
 - b. Website updating is needed. The Mendon/Upton School District Director of Technology, David Quinn, is leaving Nipmuc. He looped in other Nipmuc teachers to see if they have students interested/capable in helping with reconfiguring the library website. Wordpress is being used now. Revize, a web design company that works with municipalities, made a cold call to Andrew. He asked Revize to send any relevant information as well as a list of libraries the company has worked with.

- c. The Strategic Plan states that a review of library policies must be performed on a regular basis. Policy reviews will be scheduled on a rotating cycle so that all policies will be reviewed on a regular basis.
- d. Job descriptions will be reviewed down the road due to personnel changes at the town hall (both HR and Town Administrator are leaving).
- e. Hopedale Library's budget is in jeopardy. The town is in the process of voting for an override. If Hopedale's library closes, the residents will not be allowed to check out books at the Taft Library. Staff at the circulation desk will have to be careful and check addresses when people check out books.
- f. Andrew's contract requires yearly goals. Ellen suggested that trustees bring goals to the next meeting.

Both Ellen and Wayne's terms are ending and they are not running for another term. The Trustees expressed their sincere thanks for their dedication to the library.

James Thach (via Zoom) and Howie Phipps (in person) attended the meeting. They are running for the 2 empty trustees' positions in the upcoming town election.

Wednesday June 21st is next meeting.

Meeting adjourned at 6:45PM