

Taft Public Library Board of Trustees

Minutes of June 21, 2023

Members Present: Leesa Michael, Gabrielle Porciello, Howard Phipps, Alejna Brugos (joined remotely), and Alison Chu.

Friends member: Leigh Martin

Staff Present: Andrew Jenrich and Tara Windsor

1. Meeting called to order at 6:02PM by Leesa.
2. Motion to accept last month's minutes by Gabrielle, 2nd by Leesa. Passed unanimously
3. Friends
 - a. Book sale was very successful.
 - b. Woo sox game was well attended.
 - c. Individual activities will be picked up in the fall.
 - d. Cardboard boat race discussion
 - i. Question of 50/50 raffle at cardboard boat race on Tuesday July 25th at 6PM. Tweens should sell the tickets.
 - ii. Andrew is starting to look for judges as well as kid volunteers for stopwatch and run results. Leesa, Gabrielle, and Alleja would be happy to be judges.
 - iii. Brothers of the Brush would like to pay for announcer (library paid for it last year). They have put an article in the newspaper sounding like they are sponsoring this event. Other groups have tried to take ownership of the cardboard boat race event. We will look into the cost of a sign to be put on the fence indicating it's a library event.
4. Director's report:
 - a. Annie Romano has tendered her resignation. Last week is July 10th. She will be an on call person
 - b. Andrew spoke with Ellen about interim town manager position and HR position. HR position has been hired and will start July 10th. Andrew will be ready to get Annie's position filled as soon as HR person starts.
 - c. Contacting Amy at senior center regarding senior abatement candidates for helping at library on an on-call basis
 - d. Staff cleared out garage and rectory June 12th. Everyone went above and beyond.
 - e. Met with staff after cleaning garage. Talked about summer reading, genealogy, feedback on Aspen system that works with C/W MARS
 - f. Tentative work schedule established Monday-Thursday for Tara. Monday lap sits until second week of July then back to Tuesday. Mondays will be collection development after playgroup.
 - g. Worldband has outfitted all computers with security setting for both patrons and staff. Must contract with Deepfreeze to use their services for nightly cleanse.
 - h. Internet use policy hasn't been reviewed. Andrew would like to include section on our filtering software. Other libraries use that verbiage.

- i. Monica Schmitt has mulched/landscaped all of the library property. Overgrowth in front of the rectory remains. Trustees are fine with her clearing it out. Might look into grounds/maintenance company.
 - j. All 4 picnic tables have been delivered. Brothers of the Brush have asked to borrow them. They may but MUST return them in the same condition and position them in the exact same spot. Aram has mentioned that the older ones are on their last leg. Tables should be moved by the pergola in the winter to be away from plow. Reconditioning/restaining is recommended. Cost of 2 new ones was \$564.
 - k. Custom Alarm inspected this morning. They will be here for state elevator inspection/certification. They will send invoice ASAP to be covered this fiscal year.
 - l. May's national grid bill was \$83 due to large credit. Estimating June bill to be \$700-\$800
5. Budget
- a. 88.7% spent at end of month, and 91.5% of operations spent
 - b. Custom alarm bill is outstanding.
 - c. We will spend most of operations budget.
 - d. Operations were much less than typically – programming, and supplies scaled back.
 - e. Andrew will buy himself a new chair tomorrow.
6. Programs
- a. Itty Bitty very busy
 - b. Playgroup went well
 - c. Puppets story time great
 - d. Meredith great
 - e. Regular story time and crafts great
 - f. Continuing Adult groups (German and handcrafting group)
 - g. Welcome to summer campfire is this Friday
 - h. Trivia coming up
 - i. Egg drop next week
 - j. Read around town – many places said no (Muffin House, JJ's, Georges). New owners at Georges so let's ask again.
 - k. Number of events at West Hill Dam
 - l. Rubber duckie races then make rubber duckie soap then hand and foot scrub making
 - m. Boat races
 - n. Concerts at the beach (200 people attended last year)
 - o. Indoor mini golf
 - p. Giant games
 - q. Chef Rob made dry ingredient packages and videos for 4 meals. This will go throughout the fall.
7. Projects
- a. Monica's husband saved the bees that were in the garage. Completely empty now. Rid of furniture, wood, metal sheets, cinderblocks. In rectory got rid of lights, computer riser, crafts, themed incentives. There are a couple of boxes left with incentives and 2 A/V carts. Too big for the library to use. Everything else was dispensed with. Some parks stuff left – reached out to Dan to come get it. 350th anniversary stuff left. Wood and shrink wrap palate belonging to Abram. Now its gone to his side. No one should be

in there. Maybe no trespassing sign. Neighbor cannot use it for storage – liability issue. We're cleaning it up and might throw away his stuff.

- b. ARIS (Annual Report Information Survey) survey opens July 1st through August 18th. Necessary for state aid. Challenges of materials is a new section.
- c. Hopedale's override passed.
- d. Library Patron Conduct Policy – revised and accepted in 2014.
- e. Pictures/videos policies were discussed. Leesa will discuss with Ellen Agro. Minor changes were discussed. Final copy will be brought to next meeting.
- f. Starting to work on the internet policy.

Strategic Plan Goals

- a. Should be able to cover grounds/maintenance person to perform seasonal tasks – should be done by parks department. Do we need a company to do this? Maybe small group – Library Beautification Group 4-5 people once a quarter. Maybe Monica can speak with garden club members to assist with this?
- b. Wash windows – once a year – Andrew will look into.
- c. Check roof and awnings for leaks – ongoing – 2 spots with issues.
- d. Replace door counters – will order when he orders chair.
- e. Determine need for additional hours – ongoing – revisit when senior abatement people are available – can volunteers use the computer with personal information?

Tara mentioned that a new patron donated Itty Bitty books.

Thursday August 17th is next meeting.

Meeting adjourned at 7:50PM