

Taft Public Library Board of Trustees

Minutes of August 17, 2023

Members Present: Leesa Michael, Gabrielle Porciello, Howard Phipps, Alison Chu (via phone), Sean Nicholson

Staff Present: Andrew Jenrich

- 1) Meeting called to order at 6:07 by Leesa
- 2) Motion to accept June 21 meeting minutes by Gabrielle, 2nd by Sean, Passed unanimously
- 3) Friends update Given by Andrew and Gabrielle
 - a) Cardboard boatrace 50/50 raffle raised over \$200 and the recipient, donated all of their winnings back to the Friends.
- 4) Director's report:
 - a) Andrew is interviewing for the open library position
 - b) Annie Romano is staying on as an "on call" employee to cover shifts as needed
 - c) Darlene Rhodes has signed on as part of the Senior Abatement program
 - d) Andrew is thinking about requesting a second person from the Sr. Abatement program
 - e) Andrew will be on vacation 8/30-9/11
 - f) 3 staff members have been trained on Commonwealth Catalogue program – which are requests that come in from other regions
 - g) Facilities:
 - i. Andrew working with HVAC companies to check for leak, and to evaluate the unit/compressor in the elevator mechanical room
 - ii. Septic issues from July have been resolved and the interim town administrator has confirmed that the cost will be covered by the town building maintenance budget
 - iii. Monika (staff) and Ashling (teen volunteer) have been keeping up with the landscaping of the flower beds this summer
 - h) Budget:
 - i. 8.8% of budget spent 1st month w/ 11.3% spent in operations and 6.2% paid out in Salaries
 - ii. Director's salaries and Staff salaries have been combined into one line item, - Andrew would prefer to have them as separate line items
 - iii. Fuel and Lights lines have also been combined into one-line item
 - iv. The Postage line item no longer exists, Andrew needs to check if that was combined with another line. Postage line is typically \$250 to cover the cost of P.O. box
 - Discussed whether or not a P.O. box is still necessary
 - Andrew to reach out to Postmaster to ask about delivery of the mail to 29 North Ave
 - i) Programs:
 - i. All programs this summer, both ongoing and summer reading continue to be well attended
 - ii. Cardboard boat race held on the rain date of 8/1 had 13 boats that competed and was attended by 280 people
 - Andrew received a letter from the Brothers of the Brush Thanking him for including their "challenge" and for everyone's hard work putting on the event
 - iii. Tara is working on the September program calendar

- j) Projects
 - i. Library of Things is being processed and entered into catalog
 - Blue tooth speaker, BluRay DVD player and microscope have been added to collection
 - Looking into permission forms/liability waivers for some of the items
 - Next steps is to come up with a way to promote
 - ii. Collection: Staff has been working on weeding out the collections
 - k) Town News: Andrew working with Neighbor to clean out the items he has put in and behind the garage that is on Library property. He will be given a deadline of 9/21 and is being told that if not out, a letter will be sent by the Library Trustees to the Select Board.
 - l) Regional News:
 - i. ARIS report has been completed and submitted to the MBLC. Included information like transactions and program attendance is up, foot traffic has increased, and Wi-Fi usage has increased
 - ii. State aid/financial report is due Oct 6
- 5) Library Policies for Review
- a) **Taft Public Library Patron Conduct Policy** – was reviewed by Board of trustees. Motion to approve as is by Gabrielle and seconded by Sean, passed unanimously
 - b) **Taft Public Library Staff Conduct Policy** was discussed by board members. It was suggested that Andrew add wording to tie it into Town of Mendon Employee handbook. Board to vote on approving the policy at next meeting.
- 6) Strategic Plan Goal
- a) Decided to focus on expanding hours before expanding space
 - b) Old Rectory Space
 - i. Discussed forming subcommittee for old rectory, suggested Andrew, Tara, Monika, Alejna, Leesa, Gabrielle, and a representative from the Friends for the committee.
 - Review feasibility study from 2020
 - Determine options moving forward
 - ii. Andrew will reach out to town planner to get her take on the space
- 7) Next Trustee Meeting has been set for Thursday, September 21 at 6pm
- 8) Motion to Adjourn meeting by Gabrielle and seconded by Howie, passed unanimously at 7:38pm