

Taft Public Library Board of Trustees

Minutes of September 21, 2023

Members Present: Gabrielle Porciello, Howard Phipps, Alejna Brugos, Sean Nicholson, James Thach, and Alison Chu.

Friends member: Leigh Martin

Staff Present: Andrew Jenrich

1. Meeting called to order at 6:08PM by Gabrielle.
2. Motion to accept last month's minutes passed unanimously.
3. Friends
  - Fall classes being worked on – door hanger/tea blending
  - Fundraising 11/6/ 23 at DQ
  - Harry Potter Lego raffle fundraiser is in the works.
4. Policy Review:
  - Library Sanctioned Programs was reviewed at this meeting. Andrew suggested a few minor changes to the policy. The policy with the suggested changes was adopted unanimously by the trustees.
  - Staff Conduct Policy is being reviewed by town HR and will be reviewed at next meeting.
5. Director's report
  - Jane's position approved by selectboard last night. She is taking most of the same hours as Annie. Jane started today. 10 hours/week at \$17.50.
  - Rotational Saturdays will be put in place so that no staff is working every Saturday.
  - Library will be open the Saturday of Columbus weekend.
  - Annie is staying on as an on-call staff.
  - Darlene (senior abatement worker) has done well but as the policy stands now, she can only work 90 hours - hope to get approval for more hours.
  - Hope to find another senior abatement worker.
  - Ray Gaulin from facilities will stop in tomorrow to look at unit in elevator.
  - More septic work was performed by ADC. There is an incline halfway down the path where 2 lines meet. They dug it up and installed a cover. They recommend suction every 6 months and use a different toilet paper. Repair bill sent to Town Administrator.
  - Lighting – there is a light out in the children's area that cannot be reached by library's ladder. Electrician Carig Casavant will hopefully be coming in to replace and address other areas.
6. Budget
  - Running at 16% which is on track.
  - Salaries running a little behind due to vacations.
  - Andrew has spoken with the town about splitting out the Director's Salary from the salaries line item.
  - Received an Otis refund for early payment and fee overage.
  - Spent a lot in programming but it is front loaded due to summer reading program. Otis Elevator and C/W Mars are also front loaded.

## 7. Programs

- ARIS report – Adults and Children’s items are lumped together. There is more interest in breakdown of onsite vs offsite/live vs virtual. Andrew created a new spreadsheet to capture this data.
- Bookclubs have all started.
- Playgroups/Storytimes are all starting up.
- Planning first grade visits from Clough – reaching out to principal to set up time in October.
- Special events coming up for Halloween.

## 8. Projects

- New shelf unit in children’s board book area.
- Random weeding in Adult – middle area is crammed so need to weed vs. shifting everything around – shrinking the non-fiction section due to patron interest.
- PO Box – went to post office and talked to postmaster. The two departments that get mail delivery are town hall and police. Town hall was grandfathered in. Police mail gets delivered due to the sensitive nature of their mail. They will deliver to the library if we get a mailbox. Large box with a lock would be approximately \$85 - \$100. Post would be \$100-\$400. Will need to be installed. Need a larger sized box due to volume of mail. Want a lock on it. Annual payment for the PO box is \$210/year. Will pay for itself in less than 3 years. The trustees voted unanimously to purchase a mailbox and have mail delivered. Andrew will find out if it has to be on the street or can it be in the parking lot
- Talked to Dylan (Mendon Junior Planner) re: garage. It is in such disrepair it cannot be revived. Rectory is better off than considered. Showed her the rectory plan done in 2020. Water heater in basement so area must be heated. Terrace/closed meeting/kitchen options. Rectory has no water, no electricity, no septic. If things are not copacetic on Monday, Andrew will reach out to Abram and let him know letter will be coming from selectboard.

## 9. Strategic Plan Goals

Subcommittee for rectory – Plan is to meet in the fall to get started. Andrew, Tara, and Monica would like to be staff representatives, Gaye and James would be trustee representatives. Would a Friends member want to join? Maybe Dan Byer? Library wants right of first refusal to property. Keep Alejna in the loop.

Alejna said Rectory is on the selectboard’s goal setting list. It is not a high level priority so might not be discussed right away. Some are large scale and some are smaller. Contact points are Listed as Town Administrator and Librarian Plan from 2020 might still be on the library website. Subcommittee would meet occasionally. Andrew will look at the calendar. Bring in planning committee member later. As things stand, the property is a potential liability for the town. Some things are being stored in there that don’t belong to the library.

Thursday October 12th is next meeting.

Meeting adjourned at 7:09PM