

Taft Public Library Board of Trustees

Minutes of November 9, 2023

Attendees: Leesa Michael, Gabrielle Porciello, Sean Nicholson, James Thach, Howard Phipps, and Alison Chu

Selectboard member: Alejna Brugo

Staff: Andrew Jenrich

Friends of Taft Library: Leigh Martin

1. Meeting called to order at 6:03PM.
2. October minutes unanimously accepted.
3. Friends
 - DQ fundraiser was Monday night
 - Honey and tea event tonight
 - Upcoming classes include a wreathmaking class and a watercolor class
 - Lego raffle will continue until end of month
 - Kids drop-in craft day December 15th
 - Yard cleanup will be the weekend after Thanksgiving
4. Director's Report
 - Autumn Morrice volunteering Wednesday nights. She's very helpful.
 - Taft staff meeting is upcoming. Strategic plan goals and projects will be discussed.
 - Veterans' day holiday – library will be closed on Saturday 11/11.
 - Purchased a mailbox, post, and mounting plate. Reached out to Highway department for installation but have not received a response yet.
 - GEM agreed to honor contract library has with Victory, which is \$1,500 per visit twice a year.
 - Fall cleanup is scheduled for Saturday of Thanksgiving weekend. Nipmuc and BVT were notified in case there are students looking for volunteer hours.
 - One light fixture is out in Children's area. Craig Cassavant is not available but gave numbers of other electricians. Andrew will reach out to recommended electricians.
5. Budget
 - With 1/3 of the year complete, 30.9% of the budget has been spent.
 - Expenses - \$10,000 spent in books for the month, which includes several annual fees.
 - Programming – 60% spend due to summer reading program expenses.
 - i. First grade visits are completed. Went very well. 50-60 kids got cards (others already had them)
 - ii. Storytimes have been very well attended
 - iii. Halloween party had 110 attendees
 - We have hours to give, so maybe staff can be given hours on Mondays to catch up with processing/cataloging. Would consider an intern from the high school as there is no confidentiality issues with processing.

6. Projects

- Spoke with Mary Ann Moran at Nipmuc about potential website project. Teachers have been contacted. Andrew will stay on top of this. Maybe this could be an Eagle Scout project?
- Shifting collection to make more room for fiction both upstairs and downstairs

7. Townwide Department Head Meeting

- Looking at capital asset management plan.
- Fill out Google Doc with list of library assets along with condition of each asset. Good place to mention septic issue and other buildings. Parking lot paving should be listed

8. Rectory working group

- Had a good first meeting. John Ericson is stopping over next week. Walkthrough next Tuesday then meeting again. Alejna spoke with Jane Lowell re: potential CPA funds. Needs to be an active recreation area (playground) to be eligible for CPA funds.
- Next step is to talk to Historic Commission. James will look into federal and state funding. Public water source concerns. Anne Mazar mentioned green community plans/options.

9. Policy

- Patriot Act is now defunct. Trustees agree that verbiage referencing the Patriot Act should be deleted from policy documents.
- Library Technician Job Description is very inclusive of all daily duties. With no adult services librarian, is staff helping with programming? Maybe, but this is covered in performs other duties as needed and not necessary to have its on line-item.
- Both votes deferred to next meeting.

10. Garage Issue

- Waiting for building inspector to send cease and desist letter.
- Town Council is now involved. Letter will not come from library, so hopefully relationship will remain civil.
- This is a town issue/town property and will be handled by town officials. Andrew does not have to deliver any paperwork/bad news to the neighbor and be in the middle of a hostile situation. Please call the police if you feel unsafe.

11. Strategic Plan Goals

- Will be reviewed with staff in the coming weeks.
- Andrew had window washer and is waiting for a quote from a cleaning company. He took a look and will send a quote. Still waiting.
- Policies and job descriptions are continuously getting updated.
- Started a working group for rectory.

Next meeting is scheduled for Thursday December 14th at 6PM.

Meeting adjourned at 6:45PM