

Taft Public Library Board of Trustees
Minutes of the December 14, 2023 meeting

Attendees: Leesa Michael, Gabrielle Porciello, James Thatch, Howard Phipps, and Alison Chu

Staff : Andrew Jenrich

1. The meeting was called to order at 6PM.
2. November 2023 minutes were unanimously approved.
3. Friends
 - The holiday craft event is this Saturday 10-12. Currently there are 24 signups but few volunteers. Several young people in need of volunteer hours have volunteered.
 - Holiday Wreaths – 12 max participants and all attended. Lots of fun.
4. Director's Report
 - Staff met on November 24th and reviewed simplifying processing books.
 - Aspen patron's catalog is coming in March
 - Hoping to meet with staff every other month
 - Holiday get together is tomorrow – closing 1 hour early. Also closing the Saturday before Christmas and the Saturday before New Years.
 - Playgroups and storytimes were very well attended.
 - Next week is cooking with Santa.
5. Budget
 - At this point, 38.5% of the budget has been spent. Should be around 41.7% but the months of higher heating bills are coming.
 - Operations is at 39.5%
 - Salaries is at 37.4%
 - Expecting the first installment of state aid. The anticipated amount is approximately \$8,000.
6. Projects
 - There was no luck finding assistance with the website from Nipmuc, but there is interest at BVT.
 - Weeding and shifting adult fiction continues.
 - Processing/cataloging has picked up. Staff can come in on Mondays to catalog.
 - Adam Myers at Hopedale Handyman submitted a quote for \$386 for installing the mailbox. Andrew purchased the post, box, lock, and numbers. The highway department does not do work like this.
 - Andrew spoke with the town administrator about rectory roof. He said the town will cover the cost. If the cost exceeds \$5,000 he would like to be notified. Below \$5,000 he does not need to know. Andrew will contact Superior Roofing.
7. Garage Issue
 - The Selectboard decided that the garage should be taken down immediately, but then the historical aspect of the building was addressed. Kathy Schofield (Historical Commission) said there needs to be research done to see if it is a historical building before it can be taken down. The Carriage house was there prior to the building being a church.

- The neighbor situation was discussed. Property lines will be surveyed and then the town council and building inspector will write a cease and desist letter saying the neighbor needs to remove the driveway he placed on library property.

8. Rectory

- The Rectory Working Group did a walk-through in November.
- The group thought the property is in better condition than anticipated.
- The Selectboard is very interested in the rectory and what is going to happen to it. They are intrigued with the Working Group, and are happy with repurposing it instead of tearing it down.
- The next meeting for the Working Group is January 18th, 2024.

9. Town News

- Asset inventory form – All assets valued at \$25,000 or over with a 5 year life span is to be listed. It was decided that Andrew should submit any possible items and the town can come back and say no. The following items should be added:
 - o parking lot
 - o Septic
 - o Rectory - Better off including rectory and well as no one else will claim it. They can take it off but no one else will include it.
 - o Elevator system
 - o HVAC system
 - o Roof
 - o Carriage House
 - o water heater
 - o technology
- Clough has been working with Memorial and Miscoe to get authors to come. John Schu is coming. Trying to get the library involved in planning events like this. Springtime time frame. 3 school tour and potential library tour. Include Upton library too?

10. Strategic Plan Goals

- Policy confidentiality– removed Patriot Act reference – unanimously approved as amended
- Library Technician description – unanimously approved as presented

Next meeting is scheduled for January 11, 2024.

Adjourned at 6:41PM.