

Taft Public Library Board of Trustees  
Minutes of the February 8th, 2024 meeting

Attendees: Leesa Michael, Gabrielle Porciello, James Thatch, Sean Nicholson, Alejna Brugos , and Alison Chu (attended remotely)

Staff : Andrew Jenrich

Friends of the Taft Library: Leigh Martin

1. The meeting was called to order at 6PM.
2. January 11, 2024 meeting minutes were unanimously approved.
3. Friends
  - The seed inventory is in process of being revitalized for the spring.
  - Book sale donations have begun.
  - There is a t-shirt collaboration/fundraiser with the Scouts in the works.
4. Director's Report
  - Staff is meeting next week to talk about the Library of Things, Aspen catalog training, shelf maintenance charts, more diversity within collections, and upcoming strategic plan tasks.
  - Staff have been sent a link to reaffirm the Conflict of Interest training.
  - Staff evaluations are coming up over the next few months.
5. Budget
  - After 7 months of the fiscal year, a little over 50% of the budget has been spent. There will be some larger book purchases made in the month of February.
  - Andrew met with the interim Town Administrator to review the FY 25 budget in advance of the budget process with the Finance Committee. Some line items were shifted/recategorized but the Books line item remains at 19% of the total budget.
6. Projects
  - A friend of Andrew's who used to work for Lightolier is looking for a replacement fixture for the LED track light that went out in the Children's area.
  - There was discussion of working with the Senior Center to institute a homebound delivery service to assist in getting library books to homebound seniors and the disabled. Possibly use the town's electric car for this?
  - Andrew had a good conversation about the library website with Katie Cunningham at BVT. She will have her students design mock-ups of potential homepages for us to take a look at.
  - Adult fiction has been weeded through the letter H. Juvenile fiction is also in the process of weeding.
  - Shelf Maintenance charts have been reworked to more accurately reflect schedules at both the upstairs and downstairs desks.
  - There has been no movement from the town on the neighbor asphalt issue.
  - The town sent an EV station company to the library to evaluate the suitability of stations at the library.
  - Cross-generational pen pals between seniors and kids was discussed.
  - The library sign at the road needs to be cleaned and painted.

- James is the town's Public Safety Officer, and will be working with Andrew on fire, police, EMS, CPR, Narcan, active shooter preparedness.
7. Carriage House Issue
    - The Historical Commission held the demolition by-law hearing. It was decided that the Carriage House will be carefully taken down as the library well is nearby. Mike Merolli will take photos prior to demolition so the town can create a 3D model for future reference.
  8. Rectory
    - Superior Roofing quote was very high at almost \$11,000. The scope of work was more than needed. Copeland Roofing quote came in at \$600. Andrew will call the interim Town Administrator with the Copeland quote.
    - The working group made a list of needs and wants. They are working towards state funding for a feasibility study.
  9. Town News
    - Andrew has completed and submitted the Taft Library annual report to be included in the Annual Town Report.
    - Andrew attended the 2024 Legislative breakfast. Discussion of e-books, book challenges, and broadband availability were discussed. Andrew spoke with Representative Murray about assisting with the cost of a feasibility study for the rectory.
  10. Strategic Plan Goals
    - The rectory working group is working on many of the strategic plan line items.
    - Monika is doing yard work/landscaping.
    - Andrew is working on getting more statistical data.
    - Policy reviews are ongoing.
    - One job description is complete, there are 2 more to do.

Next meeting is scheduled for March 7<sup>th</sup>, 2024. (This date was later amended to March 21<sup>st</sup> at 5PM.)

Adjourned at 7:41PM.