

Taft Public Library Board of Trustees

Minutes of the March 13, 2025 meeting

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

Staff : Andrew Jenrich

Friends of the Library: Leigh Martin

Select Board Representative: Alejna Brugos

School Committee: Representative: Sean Nicholson

1. The meeting was called to order at 6:03 PM.
2. February 6, 2025 meeting minutes were unanimously approved.
3. Friends
 - The annual book sale will be on June 7, 2025. Book donations will be accepted starting in April.
 - There was great attendance at the Felting event and the Zentangle event.
 - The seed library is well stocked.
 - The tree giveaway is in progress.
4. Director's Report
 - The staff meeting covered parking lot asphaltting, rectory updates, website overhaul, policy revisions, strategic plans, and scheduling CPR/AED training.
 - There is no one interested in the genealogy room responsibilities. The Friends will check at the senior center for interested people.
 - Andrew showed the mock-up of Paula Pearlman's plaque. There will be a ceremony in the future.
 - Bi-annual HVAC maintenance was completed.
 - ADC Septic did the bi-annual cleaning of the septic trough.
 - Andrew is looking into updating the 10-ish year old copier.
 - Senior abatement workers are on hold while town budget issues are finalized.
 - Optima (the vendor contracted with handling interlibrary loan deliveries) has had a notable deterioration in their services. Andrew will be monitoring their performance going forward.
 - Aspen online catalog has been very slow due to malicious bots. C/W MARS is working to clear up the issue.

5. Budget

- After 8 months, just under 62% of the budget has been spent.
- Andrew presented the FY26 budget proposal to the Finance Committee and Select Board. They asked very good questions about staffing needs and number of hours that the library is open. They requested a rolling five-year budget. Andrew will meet one more time with Jeremy to finalize the budget.

1. Projects

- Assessment and weeding of the juvenile early chapter book as well as the adult nonfiction collection downstairs has begun.
- The juvenile fiction collection has been shifted which opened three additional shelves for children's graphic novels.
- Collins Center representative interviewed Tara, Monika, and Andrew about the work they do, distribution of the work, as well as the hierarchy of the library.
- Cardboard Boat Race was discussed.
 - o Date will be Wednesday July 23rd with a rain date of Tuesday July 29.
 - o Advertising should start soon.
 - o Friends of the library will be having t-shirts made.

7. Policy

- James thanked the trustees for feedback on the Employee Emergency Procedures manual. He will be forwarding the report to Fire and Police.

8. Rectory Working Group

- GRLA Architects came and met with Andrew and James. They took measurements and photographs of the rectory as well as the genealogy room, and storeroom beneath the genealogy room as these areas would be the access points to the rectory building.
- Andrew took down the old rectory plan that was still on the library website.

9. Strategic Plan

- Social media footprint expansion
- Teen programs
- Homebound service
- Hardware inventory
- CPR training
- Backup policy/practice for Andrew and Tara's PCs

Andrew's contract will be discussed in Executive Session at next month's meeting, which is scheduled for April 3, 2025.

Adjourned at 7:15 PM