

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
March 8, 2017
7:00 PM

Trustees present: Amy Fahey, Sharron Luttrell, Ellen Agro, Kelley Aubut, Leigh Martin (School Committee),
Also present: Library Director Andrew Jenrich
Absent: Lauren Heather

I. Call to Order

The meeting was called to order at 7:03 PM by Amy

II. Approval of Minutes

MOTION: on a motion to approve the Feb. 8, 2017 meeting minutes by Leigh Martin, seconded by Ellen Agro

VOTED: Unanimous

III. Director's report

Andrew presented his director's report. Will change policy for borrowing movies. Andrew will start Phyllis with three or four hours to begin digitizing. Server is old and making strange noises. If we have to replace it, we should do it this year.

American Window Film put up the treatments to cut glare. Still getting quotes for cabinets for circulation desk. HVAC rewrapped the pipes downstairs.

Heather from Lancaster looked at the shelves in storage at the firehouse and is enthusiastic. Waiting to see what the cost to move it will be, which may be the deciding factor whether she takes them.

Been using students who need community service hours to help with processing. Will be able to register for summer reading program online.

Bill McHenry and Anne Mazar want to show a film here an evening from 7-9. Talked about roping off the stairs. Talked about purchasing a monitor for the wall in the adult area.

Children's area is dim at night. Will look into using money from the lights budget to pay for that.

Sign outside needs flood lights

Jack Thompson, Eagle Scout candidate is looking for a project. Talked about having him build a shed. Now we're storing patio furniture in the garage, don't know if that will always be available, though.

Andrew will talk with Friends about finding a replacement for leaf project if they intend to drop it. We need a way to recognize donors.

IV. Budget report

Andrew presented the budget report.

Can pay for the parking lot from building maintenance.

Amy read the following statement from Don Morin, secretary of the Building Committee: "As of this moment, the project has spent the entire first debt exclusion

of \$1.7 million, the Green Communities Grant of \$111,062, the \$50,000 from the state, and we've spent \$24,368.78 of the \$75K debt exclusion. That leaves us with \$50,632.22 in the debt exclusion budget. Technically the GC is entitled to another \$60,899 with all the change orders, but due to them not completing all the work they will likely not be receiving all that money. What will happen with the work that was deemed "incomplete" or "unacceptable" remains to be seen. I just wanted to alert you in that there may be a need for an additional \$11K or so in case all of the commitments need to be met."

V. New policies and procedures

We need a meeting room policy. Andrew suggests a genealogy room policy. Last week someone from Child Protective Services wanted to use the genealogy room. A court reporter needs to take a deposition in the genealogy room for a couple of hours. It's not a problem on the days when the library is closed. From now on, we will specify that it's only available when Andrew is here but the library is otherwise closed.

Ellen suggested a policy for the library to be used for town business after hours at the discretion of the director. Will have a key made to leave with the police department and will give people using policy for town business after hours a copy of the policy and the food and drink policy.

Updates and announcements

Amy spoke to librarian at Nipmuc, who told her they have yearbooks dating back to 1961, which we can borrow to digitize.

Lauren Heather will not be running for reelection to the Board of Trustees. It's a one-year term. Kelley will take out papers for the three-year term.

Next meeting will be held April 12 at 7 p.m. at the Taft Public Library.

VIII Adjournment

MOTION: On a motion of Ellen to adjourn the meeting, seconded by Kelley

VOTED: Unanimous.

Meeting was adjourned at 8:38 PM.