

## Taft Public Library Trustee Meeting Notes

5/3/11

Attendees: Kathy Carlson, Bob Carlson, Carrie Grimshaw, Sarah Burghart, Susan Darnell, Andrew Jenkins

Sarah Burghart's last meeting. Thanks for you hard work.

Minutes of 4/5/11 meeting approved & accepted. Kathy Carlson moved to accept & Bob Carlson 2<sup>nd</sup> & all in favor.

Carrie gave a summary of director's report (see below). Particular discussion was made w/ the E-Reader project Carrie is initiating. Susan Darnell suggested a newspaper article to promote this new initiative. Carrie to contact the Town Crier. Also, Susan D. motioned the purchase of 4 E-Readers. Sarah B 2<sup>nd</sup> & all in favor.

Discussion of WiFi – Susan Darnell motioned that Carrie purchase at a box store one router & installation of WiFi. Bob Carlson 2<sup>nd</sup> & all in favor.

Carrie requested the Trustees fund a staff development trip to Book Expo in NYC 5/24-5/26. Funds to be used from state funding. Sarah motioned the Trustees approve. Bob Carlson 2<sup>nd</sup> & all in favor.

Susan has been speaking w/ Ann Mazar from Girl Scouts to beautify the grounds of library. They will begin in the spring.

Ann Mazar has also obtained money to fund "green" initiatives. She has secured \$1300 for the Taft Public Library. The money can be used for any green initiative the library thinks of. The Trustees discussed ideas & all should email ideas thought of to Carrie who will investigate more thoroughly any restrictions. Carrie & Andrew will make a decision how to spend the money & report back to Trustees at the next meeting.

7:50 Carolyn Peterson arrived.

Discussion of budget. Discussion of transfer of funds from salary to other expenses & needs to be requested of the town at the next available Special Town Meeting (estimated date end of June).

8:20 Sarah Burghart left meeting ... retired.

Upon further discussion, it was decided to combine the router purchase & installation with a bundle package of 6 computers to be purchased from Dell and installed by Onsite Computer. Estimated cost for all including installation \$6,000. Carolyn moved to have Carrie contact Onsite Computer to follow through to accept their proposal of said computers & installation; including router & installation. Carrie is approved to spend up to \$6,000. Bob Carlson 2<sup>nd</sup> & all in favor.

As of this meeting, it is estimated that the Taft Public Library will have a surplus of money in the director salary line item of the budget. Assuming this is accurate, our intention is to refund this surplus to the town.

Discussion of mowing of North Ave. & Hopedale Street. Susan Darnell to inquire with a few people about getting this done.

Our next meeting date is scheduled & posted for June 7th, with July a month off.

Bob Carlson made a motion to adjourn the meeting at 9:20; Carolyn 2<sup>nd</sup> & all in favor.

## Taft Public Library Trustee Meeting Notes

6/7/11

Attendees: Kathy Carlson, Bob Carlson, Carrie Grimshaw, Susan Darnell, Andrew Jenkins, Bill McHenry (Guest)  
Carolyn Peters (7:19)

Meeting called to order at 7:06 by Bob Carlson, Kathy Carlson 2<sup>nd</sup> & all in favor.

Minutes of 5/3/11 meeting approved & accepted. Susan Darnell moved to accept & Bob Carlson 2<sup>nd</sup> & all in favor.

Carrie gave a summary of director's report (see below).

- New computers arriving Friday; less expensive than expected; all looks good.
- Bob & Carrie met w/ Roe from MBLC; Carrie discussed; Bob contributed w/ conversation about square footage from Roe's perspective & our perspective
- A 5-year plan was recommended prior to proceeding w/ St. Mike's; along with acquiring a planning & design grant
- Carrie was asked to look for the prior 5-year plan in the building; MBLC might have a copy also

Susan D. affirmed a 5-year plan should be done, so that we may organize & plan the process of acquiring & converting St. Mike's. Brainstormed ideas were:

Architect

Project manager

Renovations

Moving (logistics & cost)

Furnishing & equipment

Carrie's summary of director's report , continued

- Change of hours to be cut due to override failure; will revisit hour situations in August
- Not having Cardboard Boat Race (cancelled due to Parks Dept. budget)
- Special Town Mtg June 28 where the override will be separated (town expenses / school expenses)
- Discussion of permission slip; liability; etc. for field trip to Acton Children's Museum; Carrie to inquire w/ Dale regarding town/library liability
- Discussion of budget. Warrant was made to be put onto the Special Town Meeting so to move \$ from salary line item to expenses. Carrie & Carolyn to work on \$ amount for warrant.

Andrew discussed summer reading program; no Cardboard Boat Race; 8 performers booked + a few other activities; 2 field trips (Action Kids Museum & Southwicks); 2 book clubs; Teen advisory board; worm race; etc.

Carolyn brought up potential conversation of "loosing children's programming" when we have a full program this year; need to be prepared to respond that it's next year's budget that is being discussed at Town Meetings. This year (summer 2011) is funded w/ last year's budget.

Jen O'Donovan spoke representing the Friends of Taft Library

Friends have obtained a sign; will do yard work; discussing buy a brick program; Milford Daily News posted incorrect Memorial Day parade time as a result rec'd ½ the amount of pies as last year – people were very generous w/ the 15 pies available; book sale June 11 – extra books to be sent to Monson for tornado relief; Facebook updated w/ summer reading sign ups.

Bill McHenry was voted in as Trustee by write in ballot; he declined the trustee position. There is a question if he can fulfill the role b/c he is in the process of participating on an Agriculture Committee & cannot serve on another board.

The issue remains about filling the trustee role. Discussion followed.

Bill advised that he would be willing to participate as Trustee and wait to see the results of the Agriculture Committee formation. Bill will consider the options & will respond to Susan Darnell with his decision.

Discussion regarding options of getting rid of the old computers. No decision made; Carrie to check w/ Town Hall on restrictions.

Our next meeting date is scheduled for July 12<sup>th</sup>, August 2<sup>nd</sup> is a tentative date for the following meeting.

Bob Carlson made a motion to adjourn the meeting at 9:18; Carolyn 2<sup>nd</sup> & all in favor.

Taft Public Library Trustee Meeting Notes  
7/12/11

Attendees: Kathy Carlson, Bob Carlson, Carrie Grimshaw, Susan Darnell, Andrew Jenkins, Bill McHenry (Guest); Carolyn Peters (7:19)

Meeting called to order at 7:10 by Bob Carlson, Susan Darnell 2<sup>nd</sup> & all in favor.

Minutes of 6/7/11 meeting approved & accepted. Bob Carlson moved to accept & Carolyn Peters 2<sup>nd</sup> & all in favor.

Carrie gave a summary of director's report (see below).

- Summer reading & programs going very well
- Policy for Nook - Carrie obtained from other towns & is adapting some of their ideas
  - Policy is one patrons would sign indicating knowledge of rules & regulationsDiscussion of Taft's policies
- Millville library has been decertified. The Trustees all agreed to remain with prior decisions to deny access to Taft Library. This keeps in line with MLBC policy regarding the topic of decertification.
- Budget discussion
  - Trustees need to keep in mind the 2012 budget which is approx. \$22,000 less than 2011 budget
  - The expenses need to be refined to be reflective of the 2012 budget of \$51,361 versus 2011 \$63,379
  - Staff salary is also on the fore front – days of operation may change again
  - Discussion of lawn mowing – Carrie to inquire w/ Steve Handley what he would charge to use his own mower
    - Trustees agreed to authorize Carrie to approve Steve maintaining the lawn up to \$500 for the year. Carolyn moved the motion, Susan 2<sup>nd</sup>, all in favor.
- Discussion of St. Mike's – decisions need to be made after July 18<sup>th</sup> Town Vote to communicate with the real estate agent
  - Our message to the real estate agent we are interested but the economic conditions of this fiscal year prohibit us of moving forward

#### Card Board Boat Race

- The boat race was cancelled in June – at the time, the town beach was not opening for the season
- Donations came in to Parks Dept. to cover the opening of the beach
- Andrew presented the pros & cons of rescheduling the event
- Parks Dept has sent a letter to Trustees indicating helping out
- All agreed that the offer of the Parks Dept. was generous & the trustees are open to having it. In order to do this correctly, the Parks Dept. needs to be informed of the list of to do's & cost; we will wait for the Parks Dept. response

Bill McHenry is still interested in becoming a Trustee, he needs to submit a letter to selectman stating his interest.

A three year plan is needed to be generated in order to continue with grants for the future. The last 3-year plan expired in 2004. It is currently in a PDF format & Carrie will forward to Trustees. When rec'd, trustees should read. Discussion of September time frame to decide how to formulate the next plan. Carrie to investigate the restrictions & guidelines from MBLC.

Susan suggested to Carrie & Andrew to investigate policies currently existing & what we are missing. This should be a project over the next several months (not ready for next meeting).

Carrie shared an email from Bill Ambrosino indicating that the trustees need to post agenda & minutes on the website for Taft Public Library.

Our next meeting date is scheduled for September 13<sup>th</sup> , October 4<sup>th</sup> is a tentative date for the following meeting.

Bob Carlson made a motion to adjourn the meeting at 9:18; Carolyn 2<sup>nd</sup> & all in favor.

Taft Public Library Trustee Meeting Notes  
9/13/11

Attendees: Kathy Carlson, Bob Carlson (7:21), Carrie Grimshaw, Susan Darnell, Andrew Jenkins, Bill McHenry , Carolyn Peters (7: 26); Don Morin (School Committee)

Meeting called to order at 7:00 by Susan Darnell, Bill McHenry 2<sup>nd</sup> & all in favor.

Minutes of 7/12/11 meeting approved & accepted. Kathy Carlson moved to accept & Bill McHenry 2<sup>nd</sup> & all in favor.

The meeting began w/ discussion of Andrew's proposal to become more involved w/ the schools. Don suggested that Andrew speak w/ the principals first before addressing School committee. Andrew stated that communication w/ Clough has been positive, but conversations w/ Miscoe & Nipmuc, although receptive, didn't go farther than an initial conversation. Don suggested that Andrew look at the curriculum guides (on line) to get an idea of types of topics so that the library can be better prepared with materials. Andrew continued to elaborate on informing teachers of the materials available for them at the library. Don suggested he think about addressing the teachers at a professional development or staff meeting. Carrie & Andrew suggested that one grade (maybe 1<sup>st</sup> grade) be identified to ensure each student has a library card. Trustees and Don were enthused by this idea. Don will speak w/ Janice Gallagher (Clough principal), and Ann Meyer (Miscoe) regarding this conversation. Finally, Don will get back to Andrew to coordinate the meetings. AlertNow Messages are controlled by individual principals; Andrew to contact them to send messages to town.

Carrie gave a summary of director's report (see attached).

- Parks Dept. has agreed to add TPL to their mowing schedule
- Furnace is cracked; Green Grant may cover a portion the cost (\$10,700) per Ann Mazer; any additional costs should be forwarded to town hall (per Carolyn) for payment. Carolyn advised that Carrie communicate w/ the selectman so they can plan \$ accordingly. Susan advised that Carrie create PR to give credit to the Grant committee.
- Summer reading was a huge success.
- ARIS report was submitted to MBLC on time; State Aid to Public Library Application is due in November which Carrie will file requesting a waiver. Susan suggested that Bill take a look at 2011's report to see what information he can pull from it.
- New circulation system from CWMARs was scheduled for installation; but has been postponed. Carrie has had staff workshops to re-acclimate staff for Genealogy cataloging; and will have more for the new circulation system.

### Budget

Carolyn presented current budget. After looking at the town annual reports for 2007 and 2008; in 07 salary budget was approx. \$94,000 and in 08 salary budget was approx. \$96,600, 2012 salary budget is \$73,342. Concern was stated for the salary remaining for FY 2012. Current monthly avg salary has been \$1700/week; remaining moneies (\$56,005) averages \$1300/wk. Discussion of hours of operation to possibly change to cover salary. It was decided that Carrie & Andrew would develop a couple of scenarios of scheduled hours of operation to present to Carolyn for budgetary consult. Any changes made would be voted on at an upcoming meeting (either October Trustee meeting or a call for an "emergency" meeting). Andrew & Carrie to investigate the circulation reports to find the slowest circulation weeks with the possibility of closing for a week to save salary hours. Discussion was held regarding volunteers, both seniors & high schoolers. Volunteer discussion is to be carried over into other meetings.

### St. Mike's

Recent communication w/ Johanna Ferruci (real estate agent for St. Mike's) stated that the Arch Dioceses wants a written document stating our interest. Susan suggested that the Trustees take a portion of the "to do" list and each trustee research. Discussion was made if there is money for an architect feasibility study; it was suggested that the selectman are informed and let them know there is something for the town to gain (i.e. current library building). Further discussion of potential architects – the one who did the original Taft/St. Mike's conversion OR the one who

created the plans for the “old” proposed regional library. It was agreed we need an architect. Carrie to find the name of prior & Susan to call Sharon Cutler for name of former. Susan to get a copy of right of first refusal from Ferruci, and forward to Trustees.

#### Friends of TPL Update

- Book sale is 10/8; same day as Mendon Country Fair, purposely planned for same day due to high traffic; volunteers needed – Andrew will make contact w/ potential volunteers.
- In process of organizing Holiday House tour; last year made approx. \$1200; currently have 4 house scheduled, need 1 more.
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#### Three Year Plan

The last 3-year plan expired in 2004. Carrie forward to Trustees. Upon review, the statistics need to be updated; a needs analysis is necessary; projects & activities need to be updates. Carrie to forward to Don to convert from PDF to Word. Carrie to have ready for review for November Meeting.

#### Policy Development

Carrie & Andrew investigated policies currently existing & what we are missing. They were able to find policies from MBLC that pertain to almost all areas of TPL. Carrie to communicate policies to staff.

Our next meeting date is scheduled for October 4<sup>th</sup>, November 1<sup>st</sup> is a tentative date for the following meeting.

Bob Carlson made a motion to adjourn the meeting at 9:20; Carolyn 2<sup>nd</sup> & all in favor.

Taft Public Library Trustee Meeting Notes  
10/4/11

Attendees: Kathy Carlson, Bob Carlson, Carrie Grimshaw, Susan Darnell, Andrew Jenkins, Bill McHenry , Carolyn Peters

Meeting called to order at 7:10 by Susan Darnell, Carolyn Peters 2<sup>nd</sup> & all in favor.

Minutes of 9/13/11 meeting approved & accepted. Bob moved to accept & Bill McHenry 2<sup>nd</sup> & all in favor.

Discussion had regarding last week's budget meeting notes; Andrew clarified that he works 16 hours of desk time (not 10 as stated last week).

Carrie gave a summary of director's report (see attached).

- Carrie met w/ staff regarding town fiscal issues; Carrie did mention to staff that hours may change or be cut; meeting was somber, but staff understood the issues
- The furnace needs to be replaced & the wheels are in motion to have the cost covered by a Green Grant; Susan recommended that selectmen be informed and advised that it might be requested the town pay for and the grant would replenish the funds; it was advised that additional estimates are required. To accommodate the Green Grant, the companies must be "green".
- Lego has agreed to send materials to the library free of charge.
- The State Aid Application is due November 12 for the supplemental waiver ; Carrie is organizing information & will forward papers to Claudia & Susan Darnell for their input. Carrie doesn't anticipate any issues other than the proportionality of the budget cut.
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#### Budget

Carolyn presented current budget. Total budget \$153,703; salaries \$102,342 (66.6% of total budget); leaving 33% left but 19% needs to go to books; leaving very little left & most other expenses are fixed. There is very little \$ left, in fact expenses are short by about \$1,800. It was noted that salaries are the line items that should be proportionate to the number of weeks left in the year & should be monitored closely and frequently.

Discussion had regarding Cultural Committee & the deadline is fast approaching; Carrie & Andrew should think about & submit the applications.

#### Staffing

- Bill suggested a split schedule meaning open in the morning, close for mid-day hours; open later afternoon & evening. Carrie's concerns were w/ split shifts staff wouldn't be able to communicate project progress; patrons might become confused & frustrated w/ a constant change in hours.
- Carrie presented several options; option #3 cut the library hours to 30 and would require some \$ from state aid to cover salaries (less than \$1,000); options #1 & #2 cut the library hours to 29 both options fit the salary budget for the remaining year. The option Trustees decided on is:  
Monday – Closed; Tuesday – 10-7; Wednesday – 10-7; Thursday – 10-7; Friday – 12-5; Saturday – 9-12  
Totaling 30 hours per week  
Discussion followed about not always having 2 circulation desks open. Discussion about closing the library for 2 separate weeks over the course of the year (week before Christmas) and another week undecided. The schedule will go into affect effective 10/11/11.
- Carolyn Peters made a motion for the library to be opened 30 hours per week and closed two weeks of the year (see above) and in order to fund that schedule, the Trustees authorize \$1,000 to be funded from state aid. Bob Carlson 2<sup>nd</sup>; all in favor.



#### National Grid / Solar Panels on North Ave.

- Susan approached Michael Peters (retired from Nat Grid) about direction on who to speak w/ to collaborate to put solar panels; his advice was that Nat Grid only pursues on their own property; Susan to inquire w/ town hall if there is a private company already on board willing to work w/ this project.

#### St. Mike's

- Diocese, through realtor, wants an offer; not a right of first refusal. Upton church was sold quickly. Discussion of contracting an architectural engineer.
- Bill will speak w/ Margaret regarding the rules & regulations for obtaining/spending consulting fees.
- Bob Carlson made a motion to approach the structural engineer (MacLeod Consulting, Inc) from the initial inspection of St. Mike's to develop a preliminary budget to present to selectman. Kathy Carlson 2<sup>nd</sup>; Bill McHenry abstain; 4 in favor (Susan stepped down as Chair for the vote).
- Susan to make contact w/ MacLeod Consulting.

#### Friends of TPL Update

- Book sale is 10/8; same day as Mendon Country Fair

Our next meeting date is scheduled for November 1<sup>st</sup>, December 6<sup>th</sup> is a tentative date for the following meeting.

Bill McHenry made a motion to adjourn the meeting at 9:23; Bob 2<sup>nd</sup> & all in favor.

Taft Public Library Trustee Meeting Notes  
11/8/11

Attendees: Bob Carlson, Susan Darnell, Andrew Jenkins, Bill McHenry , Don Morin

Meeting called to order at 7:05 by Susan Darnell, Bill McHenry 2<sup>nd</sup> & all in favor.

Minutes of 10/4/11 meeting approved & accepted. Susan Darnell moved to accept & Bill McHenry 2<sup>nd</sup> & all in favor.

Discussion of Director's Report (submitted by Carrie in advance of meeting)

- Re: Lack of heat until new furnace installed: Susan told Andrew that management has authority to close the library if lack of heat necessitates this.
- Re: Budget report. Discussion logistics of paying for furnace installation until reimbursement is issued. Susan will initiate discussion with Claudia as to how to cover expense of installation.
- Re: Budget / Labor expenditures: The board will ask Carrie for more details of labor expenses (such as # hours library was open during reporting period) so we have the ability to compare actual expenditures with a budget target.

Discussion of Furnace Replacement: Roland Boucher of Boucher Energy Systems, Inc. joined the meeting to explain details of several proposals his company is submitting. After Mr. Boucher departed, the board reviewed the specifications and all of the proposals and bids submitted from vendors. The decision to select a contractor was delayed until bids are reviewed by Barry Iadarola. Susan will contact Barry.

Update on State Waiver: Waiting on response from Town Administrator on status of State Waiver.

St. Mike's

- Susan and Bill provided summary of site visits with Phil Wheelock (architect).
- Next step: Arrange walk-through with Building Inspector so he can provide list of requirements to bring building up to code for use as a library. Bill will get Tom's schedule and arrange meeting at St. Mike's.

Other

Carrie is looking at changes at her second job, which could alter her working hours at TPL.

Bob Carlson made a motion to adjourn the meeting at 9:02; Susan 2<sup>nd</sup> & all in favor.

Our next meeting will be Monday 11/7 at 7 pm to make decision on heating system before that evening's BOS meeting.

Taft Public Library Trustee Meeting Notes  
12/14/11

Attendees: Bob Carlson, Susan Darnell, Carrie Grimshaw, Bill McHenry

Meeting called to order at 7:10 by Susan Darnell, Bill McHenry 2<sup>nd</sup> & all in favor.

Discussion...

- Revisions to letter created by Robert Mangiaratti, Town Council
- Address the Letter of Interest to a small collection of architects
- Timelines established for bid process

Bob Carlson made a motion to adjourn the meeting at 8:40; Kathy 2<sup>nd</sup> & all in favor.

Our next meeting will be Wednesday 1/4/12 at 7 pm, not 1/3/12 as previously submitted.