

Taft Public Library Trustee Meeting Notes

1/9/13

Attendees: Kathy Carlson, Bob Carlson, Andrew Jenrich, Susan Darnell (via Skype), Amy Fahey, Dan Gilmore, Leigh Martin (School Committee)

Meeting called to order at 7:05 by Bob Carlson, Kathy Carlson 2nd.

Dan Gilmore made a motion to accept the minutes from the 12/19/13, Leigh Martin 2nd.

The focus of the meeting was to interview three candidates for the PT Children's Librarian position. Andrew facilitated the meeting posing most of the questions to each candidate. Two candidates are "out of house" and one is a current part-time TPL employee.

Amy debriefed the trustees on the building committee's first meeting. The building committee members need to be sworn in. Amy will ask Bill McHenry to post the member names on the TPL website.

Susan reminded trustees to be on the look-out for the next special town meeting to make a line item for the change of funding of the line item for the Director's salary and Children's librarian line item.

Kathy made a motion to adjourn at 9:39. Dan Gilmore 2nd, all in favor.

Our next meeting is Wednesday, 2/6/13 at 7:00 at Taft Public Library.

Agenda for next meeting

Acceptance of minutes for 1/9/13 meeting

At that meeting Amy will report out on the building committee meeting

Andrew will provide a Director's report

Taft Public Library Trustee Meeting Minutes (revised)
2/6/13

Attendees: Bob Carlson, Andrew Jenrich, Susan Darnell (via Skype), Amy Fahey, Dan Gilmore, Leigh Martin (School Committee)

Meeting called to order at 7:05 by Bob Carlson, Dan Gilmore 2nd.

Susan Darnell made a motion to accept the minutes from the 1/9/13 meeting, Amy Fahey 2nd.

Andrew presented the Director's Report to the Trustees.

Dan Gilmore made a motion to approve a \$2,471 payment for property vandalism insurance coverage through 6/30/13 on the St. Michael's Church property. The payment is to be made from 2008 State Aid. Amy Fahey 2nd, all in favor.

Andrew presented the Budget Report.

Amy presented a review of the Building Committee's meeting on January 30.

Leigh presented the Friends of the Library Report.

The Trustees discussed ways of improving communication with existing patrons and connecting with new residents.

Susan will contact the Tax Assessor to obtain a list of new residents.

Amy will draft a welcome letter to new residents welcoming them to the Library and inviting them to visit.

Other ideas to consider are:

- email blasts
- library app for smart phones
- letter to all residents for insertion with tax bills listing helpful info about library (Alert Now, through the school district is also available through the Superintendent)

Andrew will check with CWMARS to see if we can isolate a list of email addresses for our patrons.

Amy will talk to Bill McHenry about the possibility of registering for programs on the website.

Amy will draft an e-newsletter with the intent to distribute it electronically and in paper form bimonthly.

There was discussion regarding recruiting volunteers to work in the library. Andrew will come up with 6 or 8 "projects" that we can specifically request help with.

Leigh has volunteered to head the Trustees' By Laws Project.

Andrew requested, on behalf of a Mendon Girl Scout Leader, the use of the Library for an overnight stay for her Troop. The Trustees approved.

Bob Carlson made a motion to adjourn at 9:15, Amy Fahey 2nd, all in favor.

Our next meeting is Wednesday, March 6 at 7:00 at Taft Public Library.

Taft Public Library Trustee Meeting Notes
3/6/13

Attendees: Kathy Carlson, Bob Carlson, Andrew Jenrich, Susan Darnell (via Skype), Amy Fahey, Leigh Martin (School Committee)

Meeting called to order at 7:10 by Bob Carlson, Kathy Carlson 2nd.

Susan made a motion to accept the minutes from the 2/6/13 with corrections; Amy 2nd; all in favor

Andrew reviewed the Director's Report.

- Amy Fahey made a motion to pay the National Grid bill of \$340.20 for the 29 North Avenue property. Susan Darnell 2nd, all in favor.
- Andrew updated the report regarding Town News – the researcher of a Sci-Fi show, *Haunted Collector*, will not be in need of filming at TPL.

Bob made a motion to accept the Director's Report dated 3/6/13; Amy 2nd; all in favor.

Andrew reviewed the current budget. Susan requested that Andrew include the funds for State Aid on the budget report so as to keep track of spending & balances.

Kathy made a motion to accept the budget report as presented by Andrew; Leigh 2nd; all in favor.

Amy presented the accepted minutes of the Building Committee dated 2/13/13. She also updated the trustees on the meeting dated 2/27/13, but those minutes are not yet accepted by the Committee.

No news from the Friends of TPL due to a scheduling conflict from last week.

Regarding recruiting volunteers for the TPL, Andrew created a list of areas where volunteers might make a contribution:

- Volunteers to create a program they are interested in
- Volunteers to look for funding sources such as approaching local businesses for donations to help with programming funding
- Volunteer who is computer/tech savvy to oversee a website for summer reading on-line registration; Susan suggested Andrew approach BVT to find a student who might be able to help; all agreed the person would need specific direction for a project like this
- Volunteer who is a liaison to the schools so the library knows in advance what projects are coming up to be better prepared (i.e. 2nd grade Fairy Tale Ball)

Discussion held about how we are going to draw people in to do some of these things.

Amy suggested that the "posting" include time frame so as to help people know of a time commitment.

Discussion of getting patrons' emails to create a database.

Discussion of documents that need to be created/updated for TPL, such as:

- Library policies
 - What is required by law
 - Internet use
 - Freedom of information
 - Patron issues
- Personnel policies (covered by the Town & Union Policies)
- Trustee By-Laws
- Job descriptions
 - Director & Children's Librarian are done
 - Library Techs' descriptions are needed

- Internal Procedures
 - Created as a reference manual
 - Responsibility chain
 - Maintenance issues

Andrew will research library policies.

Susan w/ Andrew will list out internal procedures.

Leigh will research the by-laws.

Susan obtained a list of new residents as of the last 6 months and Amy created a letter to send to new residents. Currently there are about 50.

Susan announced that Dan Gilmore has resigned as trustee.

Susan brought up the fact that taking care of the rectory at 29 North Avenue is more expensive than anticipated. The suggestion was to approach the selectmen and offer the suggestion. A caretaker position was suggested. Susan will contact town counsel to see if there are legal issues which might prohibit the proposition.

Bob adjourned the meeting at 9:21; Kathy 2nd; all in favor.

Next meeting is scheduled for April 3, 2013 at 7:00 at Taft Public Library.

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, April 3, 2013

7:00 PM

Trustees present: Bob Carlson, Susan Darnell (via Skype), Amy Fahey, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich, Finance Committee Chair Rich Schofield

I Call to Order

The meeting was called to order at 7:05 PM by Vice Chair Bob Carlson.

II Approval of Agenda and Approval of Meeting Minutes

MOTION: On a motion of Susan Darnell to approve the agenda, seconded by Amy Fahey.

VOTED: Unanimous.

MOTION: On a motion of Leigh Martin to approve the March 6, 2013, meeting minutes, seconded by Amy Fahey.

VOTED: Unanimous.

III Director's Report

Andrew Jenrich reviewed the Director's Report. He reported that the Friends are donating \$1800 to the summer reading program. Lisa Stratton has created a new library Facebook page; the Taft Friend Facebook page under Jen O'Donovan will also remain active.

IV Budget Report

Andrew Jenrich reviewed the Budget Report. Fuel and lighting are in good shape, while funding of supplies, programming, and books is a concern. Rich Schofield suggested getting a recommendation from Anne Mazar regarding the boiler maintenance.

V Friends of the Library Report

Amy Fahey reported that the Friends will fund the PawSox pass again this year and will also assist with Summer Reading program expenses. Other initiatives in progress include a membership drive, the pie and bake sale to accompany the Memorial Day parade, and possibly the holiday house tour. The book sale has been discontinued for this year due to a low return on investment in light of the effort it requires. The next Friends meeting will be held at Willowbrook Restaurant on Tuesday, April 23.

VI Building Committee Report

Amy Fahey reported that the Building Committee is waiting to hear about the gas hook up at the new library property. The property will be hooked up to Mendon dispatch. Discarded shelving from UMass may be available; storage of the shelving may be an issue. The draft of the OPM and Request for Services for an architect are both being drafted and reviewed. A new sign has been erected at the site. Green Community grant application is being prepared.

VII Policy and Procedure Update

Andrew Jenrich reviewed the Policies and Procedures handouts and discussed a social networking policy and an evacuation safety policy. Susan Darnell noted that Policies and Procedures may need to be reviewed by Town Counsel. Amy Fahey introduced and reviewed a position description for library trustees from the MLS Trustee Handbook.

VIII Bylaw Update

Leigh Martin is working on the By-Laws and will have a draft for the committee's review at the May 1st meeting.

IX Website Training and Update

Andrew Jenrich will meet with Bill McHenry in the near future to begin transitioning the maintenance of the library website from Bill to others as yet to be determined (staff, trustees, or a combination). Amy Fahey volunteered to assist.

X FinCom Position on Property Insurance

Rich Schofield summarized the current town budget, which is balanced at present, and detailed anticipated town expenses in the near future. Consequently, the FinCom recommends that Property and Casualty insurance payment of \$4673 on the new library property be paid out of the library's state aid. If the property were occupied, the payment amount would decrease to \$533. Trustees will investigate whether a tenant in the rectory would allow the entire property to qualify as occupied.

XI Updates and Announcements

Susan Darnell mentioned that all official communication of the Board should be conducted through the town email system. John Niro can assist with troubleshooting.

Susan Darnell noted that two trustee seats are vacant and that the trustees should consider identifying potential candidates. A party interested in being appointed to a trustee seat should write to (email) the Board of Selectmen indicating interest and stating qualifications.

Andrew Jenrich mentioned a staff meeting being held on Friday, April 8.

XII Future Agenda Items

Staffing and volunteer update from Andrew Jenrich
Trustee job description update from Amy Fahey
By-laws update from Leigh Martin
Discussion of trustee vacancies

Next meeting will be held on May 1, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

IV. Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Leigh Martin.

VOTED: Unanimous.

Meeting was adjourned at 9:30 PM.

Minutes by Leigh Martin

Taft Public Library Trustee Meeting Notes
5/1/13

Attendees: Kathy Carlson, Bob Carlson, Andrew Jenrich, Susan Darnell, Leigh Martin (School Committee)

Meeting called to order at 7:10.

Bob made a motion to accept the minutes from the 4/8/13; all in favor.

Andrew reviewed the Director's Report.

- Staffing – all desk hours will be covered while 2 staff members are on medical leave mid to end May; project hours will be cut

Susan reported on the Building Committee

- Old shelving to be stored in Fire House; 3 trailer loads; boy scouts to unload
- Anticipate using the old shelving in the new library
- Project Manager job has been posted
- Walk through of the building 5/2/13
 - 6 people are expected to show up
 - Have required information from BOS for potential candidate for Project Manager
- Building Committee to meet weekly to go through letters of interest for position
- Still questionable if the building is able to be supplied w/ natural gas
- Once the Project Manager is selected, then the architectural bids to be posted

Discussion of renting the rectory

- There is a possibility the rectory is rentable
- To date, there has been money spent heating the rectory to save the pipes
- Currently, paying for heat, electric, and phone lines
- To make the rectory rentable, need to replace the hot water heater, electrical panel, heating system
- Unsure who would pay for these repairs – TPL or town?
- Chief Horn, per the FinCom, has been instructed to evaluate the situation
 - Some discussion about whether Police Admin might move out of the trailer and house themselves at the rectory (an empty municipal building).
- If the rectory is made into a rental, the town assumes the income, but also the expenses
- If the rectory is rented, TPL can set the criteria for renting
- Next Steps
 - Get a firm figure to fix things and bring info to selectmen; inquire who pays for expenses & who receives the income
 - Susan to get estimates for hot water heater, electrical panel, heating system

Discussion of policies

- Andrew to work on list of 2-3 policies for next meeting

Discussion of by laws

- Leigh presented draft version of by-laws for TPL
- To the best of any trustee's knowledge, this is the first set of official by laws created by any trustee or board of TPL
- Discussion of draft
 - Changes suggested and agreed upon
 - Leigh to incorporate changes and present revision at next meeting

Leigh made a motion to adjourn the meeting; Bob 2nd; all in favor.

Kathy made a motion to accept the budget report as presented by Andrew; Leigh 2nd; all in favor.

Amy presented the accepted minutes of the Building Committee dated 2/13/13. She also updated the trustees on the meeting dated 2/27/13, but those minutes are not yet accepted by the Committee.

No news from the Friends of TPL due to a scheduling conflict from last week.

Regarding recruiting volunteers for the TPL, Andrew created a list of areas where volunteers might make a contribution:

- Volunteers to create a program they are interested in
- Volunteers to look for funding sources such as approaching local businesses for donations to help with programming funding
- Volunteer who is computer/tech savvy to oversee a website for summer reading on-line registration; Susan suggested Andrew approach BVT to find a student who might be able to help; all agreed the person would need specific direction for a project like this
- Volunteer who is a liaison to the schools so the library knows in advance what projects are coming up to be better prepared (i.e. 2nd grade Fairy Tale Ball)

Discussion held about how we are going to draw people in to do some of these things.

Amy suggested that the “posting” include time frame so as to help people know of a time commitment.

Discussion of getting patrons’ emails to create a database.

Discussion of documents that need to be created/updated for TPL, such as:

- Library policies
 - What is required by law
 - Internet use
 - Freedom of information
 - Patron issues
- Personnel policies (covered by the Town & Union Policies)
- Trustee By-Laws
- Job descriptions
 - Director & Children’s Librarian are done
 - Library Techs’ descriptions are needed
- Internal Procedures
 - Created as a reference manual
 - Responsibility chain
 - Maintenance issues

Andrew will research library policies.

Susan w/ Andrew will list out internal procedures.

Leigh will research the by-laws.

Susan obtained a list of new residents as of the last 6 months and Amy created a letter to send to new residents. Currently there are about 50.

Approved 7/10/13

Susan announced that Dan Gilmore has resigned as trustee.

Susan brought up the fact that taking care of the rectory at 29 North Avenue is more expensive than anticipated. The suggestion was to approach the selectmen and offer the suggestion. A caretaker position was suggested. Susan will contact town counsel to see if there are legal issues which might prohibit the proposition.

Bob adjourned the meeting at 9:21; Kathy 2nd; all in favor.

Next meeting is scheduled for June 5, 2013 at 7:00 at Taft Public Library.

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, June 5, 2013

7:00 PM

Trustees present: Michelle Brower, Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:06 PM by Susan Darnell.

II Approval of Agenda

MOTION: On a motion of Susan Darnell to approve the agenda, seconded by Leigh Martin.

VOTED: Unanimous.

III Introduction of Members

New trustees Michelle Brower and Sharron Luttrell were welcomed and individual trustee and librarian introductions were performed.

IV Director's Report

Andrew Jenrich reported that the library's fence has been repaired. Updates to the library website are in progress with Bill McHenry's assistance. Children's librarian Lisa Stratton is working on publicizing the summer reading program through multiple channels. Andrew and Lisa are collaborating on summer reading events and activities, including intergenerational programs at the Senior Center.

V Budget Report

The end of the fiscal year is approaching on June 30. Andrew Jenrich noted contracted services and lights as two areas of concern. The library will stay open on the last two Saturdays in June. Andrew reviewed the salary line projection, supplemental report, and state aid.

VI Building Committee Report

Susan Darnell stated that the Building Committee has been meeting nearly every week and has received five proposals for a project manager. Proposals are being reviewed and a short list will be compiled for submission to the Board of Selectmen in the near future. Once the project manager is hired, the architect position will then be posted, followed by the general contractor. All pertinent information and minutes of the Building Committee are posted on the library website.

Plans to utilize the former rectory building at the new library site by town employees are still being developed. The Parks Department will mow the lawn in July and August as

staffing levels permit; volunteers will mow in June. The landscaping will need to be completely renovated when the new library is planning to open.

VII Friends of the Library Report

Leigh Martin reported that the Friends held a successful pie and bake sale at the Memorial Day parade. The Friends are assisting with funding summer reading programming.

VIII Bylaw Update

Leigh Martin is finalizing the By-Laws and will have a draft for the committee's vote at the July 10th meeting.

IX Job Descriptions

Andrew presented the Library Director, Children's Librarian, and Library Technician job descriptions for approval. Some editing changes were made on minimum qualifications and duties.

MOTION: On a motion of Amy Fahey to approve the descriptions as amended, seconded by Bob Carlson.

VOTED: Unanimous.

Susan Darnell presented the Trustee job description for approval. The fourth point, regarding hiring the children's librarian, was omitted. The responsibility of attending regularly scheduled Trustee and subcommittee meetings as needed was added.

MOTION: On a motion of Amy Fahey to approve the description as amended, seconded by Leigh Martin.

VOTED: Unanimous.

X Policy and Procedure Update

Andrew presented three library policies for first examination.

XI Election of Officers

MOTION: On a motion of Bob Carlson, seconded by Amy Fahey, to accept the following slate of officers as presented:

Susan Darnell as Chair of the Trustees
Bob Carlson as Vice Chair of the Trustees
Leigh Martin as Secretary of the Trustees

VOTED: Unanimous.

XII Updates and Announcements

Susan Darnell announced that Judy Leonelli of Millennium Realty donated her \$3,000 commission from the sale of the former St. Michael's Church property to the Taft Public Library Building Committee via the Friends of the Taft Public Library.

Andrew noted that Christin Barnett recently held a successful painting workshop at the library.

XIII Future Agenda Items

Approval of Minutes from May 1 and June 5

Standing Reports

By-laws vote from Leigh Martin

Policy review from Andrew Jenrich

Goal Setting and Planning

Next meeting will be held on July 10, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

XIV. Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Leigh Martin.

VOTED: Unanimous.

Meeting was adjourned at 9:18 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, Sept. 4, 2013

7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

Not present: Michelle Brower

I Call to Order

The meeting was called to order at 7:00 PM by Susan Darnell.

II Approvals

a. Agenda

MOTION: On a motion of Leigh Martin to approve the agenda, seconded by Amy Fahey.

VOTED: Unanimous.

b. Minutes of July

MOTION: On a motion of Sharron Luttrell to approve the July 10 minutes as amended, seconded by Amy Fahey.

VOTED: Unanimous.

III Director's Report & Budget Report

Andrew presented the director's report and the budget report.

IV Building Committee Report

Amy reported that the Building Committee has been meeting almost weekly and the Request for Proposal for the architect is being finalized, with a Spring of 2015 move-in projection.

V Finalize Goals and Objectives

A discussion of a need to brand and establish library mission ensued, based on the brainstorming list. Recognition of importance of audience awareness, needs assessment, what the library patrons want, demographics and analysis of community was mentioned. Who can we learn from Milford and other areas with new libraries and innovative programming would be helpful. Flexibility in terms of space use and perspectives will be necessary. Communicated ideas can be foundation for fundraising. The Friends of the Library group needs to expand membership. Grants could be

pursued, although competition is steep. Communications needed through multiple media channels 6 mos. ahead, Jan. 2014. Coordination needed between trustees, building committee, and architect when hired.

VI Library Policies

Andrew presented two revised policies initially presented at the June meeting.

MOTION: On a motion of Amy Fahey to approve the amended policy for the selection of materials and maintenance of collection, seconded by Sharron Luttrell.

VOTED: Unanimous.

MOTION: On a motion of Amy Fahey to approve the amended policy concerning confidentiality of library patron records, seconded by Sharron Luttrell.

VOTED: Unanimous.

Andrew was further directed to inform staff of the newly enacted policy, add its contents to pertinent job descriptions, and ensure compliance with library confidentiality rules as the policy directs.

Library program policy and library internet use policy were distributed for first read.

VII Future Agenda Items

Ordering of priority list

Invitation to Milford Library staff to assist in planning

Next meeting will be held on Oct. 9, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

VIII Adjournment

MOTION: On a motion of Leigh Martin to adjourn the meeting, seconded by Bob Carlson.

VOTED: Unanimous.

Meeting was adjourned at 9:25 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Tuesday, Sept. 24, 2013

7:00 PM

Trustees present: Susan Darnell, Amy Fahey, Sharron Luttrell, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

Not present: Michelle Brower, Bob Carlson

I Call to Order

The meeting was called to order at 7:15 PM by Susan Darnell.

II Approvals

a. Employment Contract

MOTION: On a motion of Amy Fahey to approve the Employment Contract between the Taft Public Library Trustees and the Library Director as amended, seconded by Sharron Luttrell.

VOTED: Unanimous.

b. Job Description

MOTION: On a motion of Amy Fahey to approve the Library Director Job Description as amended, seconded by Sharron Luttrell.

VOTED: Unanimous.

III Draft of the Work Plan

We have a January 1st deadline for getting our plans out to building committee. Information needs to be compiled in December, with information gathering taking place in October and November.

Andrew will visit Bolton and Boxborough libraries to examine their functionality in light of recent renovations.

A suggestion from the Building Committee was to circulate surveys, both online and hard copy. Face-to-face conversations are also important. Amy will send a sample email survey.

Trustees will contact and/or briefly visit with specific constituencies to assess library needs and wants (schools' PTOs, student councils, and Honor Societies; Senior Center participants; Lions' Club).

IV Future Agenda Items

Next meeting will be held on Oct. 9, 2013, at 7:00 PM in the Milford Public Library to confer with Milford library staff.

V Adjournment

MOTION: On a motion of Sharron Luttrell to adjourn the meeting, seconded by Leigh Martin.

VOTED: Unanimous.

Meeting was adjourned at 8:55 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, July 10, 2013

7:00 PM

Trustees present: Michelle Brower, Susan Darnell, Amy Fahey, Sharron Luttrell, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

Not present: Bob Carlson

I Call to Order

The meeting was called to order at 7:10 PM by Susan Darnell.

II Approvals

a. Agenda

MOTION: On a motion of Leigh Martin to approve the agenda, seconded by Amy Fahey.

VOTED: Unanimous.

b. Minutes of May and June

MOTION: On a motion of Leigh Martin to approve the May 1 minutes, seconded by Amy Fahey.

VOTED: Yea: Susan Darnell, Amy Fahey, and Leigh Martin.

Michelle Brower and Sharron Luttrell abstained.

MOTION: On a motion of Amy Fahey to approve the June 5 minutes, seconded by Leigh Martin.

VOTED: Unanimous.

III Director's Report

Andrew Jenrich reported on the summer reading program highlights, staffing issues, and equipment upgrades. All VHS cassettes have been phased out of circulation. The library Facebook site has been updated with summer reading information. A new sort-to-light delivery technology system for inter-library loans will be implemented this month and will improve efficiency.

IV Budget Report

The new fiscal year has started. Financial functions are progressing in routine fashion. Amount remaining in FY2013=\$1,674.63, with the budget being in the red on supplies and books.

V Building Committee Report

A project manager has been chosen and will be recommended to the Selectmen for hiring. Next steps include posting for, interviewing, and hiring an architect; then selecting a general contractor. Anne Mazar will be of assistance in the future regarding applying for green communities grant money.

VI Friends of the Library Report

Membership drive for Friends of the Library is in the works. The Friends are contributing to Summer Reading activities, including the upcoming cardboard boat race.

VII Bylaws Update

Leigh Martin finalized the By-Laws and requested the committee's approval.

MOTION: On a motion of Amy Fahey to approve the Taft Public Library Trustee by-laws, seconded by Michelle Brower.

VOTED: Unanimous

VIII Job Descriptions

Susan Darnell presented the revised Trustee job description for approval. Clarifying language was added.

MOTION: On a motion of Leigh Martin to approve the description as amended, seconded by Amy Fahey.

VOTED: Unanimous.

IX Goal Setting

A brainstorming session ensued on the future direction of the library, both in the short and long term, in our present location and at the new property at 29 North Avenue. Ongoing internal business includes work on policies, procedures, and formalizing practices.

Once the new library is operational, fundraising will be a high priority, along with managing communications, and revisioning our mission.

General challenges we face include managing perception, facing fiscal constraints, rebranding, and fostering and promoting a coherent vision.

Specific challenges for the director include staffing, storage weeding and envisioning the future collection. Andrew is in the process of identifying projects to help facilitate the move and manage the system and will share a list of those in the future.

Future agendas may be topic/issue-oriented rather than a review of large reports. Susan will organize a categorized list according to topic and timeframe. Amy mentioned that communication is key; the e-newsletter in development will be helpful.

X Correspondence, Updates and Announcements

Susan shared data concerning the town demographics. Population is aging in town, with an increase 45-59 year olds and decrease in under 5 year-olds. By 2035, Mendon may see 500 more households. 73% of land in Mendon is undeveloped. In 2011, the average

house price was \$326,000, with a median household income of \$102, 000. Implications for the library must be considered and integrated in our future planning.

XI Future Agenda Items

Prioritizing brainstorming list
Building Committee updates

Next meeting will be held on Sept. 4, 2013, at 7:00 PM in the Taft Library, Mendon, MA.

XIV. Adjournment

MOTION: On a motion of Sharron Luttrell to adjourn the meeting, seconded by Amy Fahey.

VOTED: Unanimous.

Meeting was adjourned at 9:30PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, Nov. 6, 2013

7:00 PM

Trustees present: Michelle Brower, Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell, and Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:05 PM by Susan Darnell.

II Approval

a. Sept. 24 Minutes

MOTION: On a motion of Amy Fahey to approve the Sept. 24 minutes, seconded by Bob Carlson.

VOTED: Unanimous.

III Director's Report

Plans to finalize hiring for the children's librarian position are forthcoming.

Teens will be sprucing up the library grounds this weekend, with a Boy Scout troop also interested in helping. Gutter work will be undertaken in the next few weeks.

Various weeding and sorting projects have been undertaken this month.

First graders from Clough Elementary visited the library recently.

On Thursday, Nov. 14th, at 7 PM, Sharron Luttrell will present a book talk and signing at the library featuring her new book *Weekends with Daisy*.

Andrew has been making site visits to selected libraries for information-gathering purposes related to the upcoming relocation and will continue to do so.

Evergreen has scheduled an upgrade for this weekend.

IV Budget Report

Most items are in line with expected costs. Some items have increased as compared to last year's costs due to projects and fees increasing (materials, C/W MARS fees).

Salary lines are in line with projections; staffing will be adjusted when the new children's librarian is hired.

Approved 1/8/14

V Update on Building Committee

Amy Fahey stated that three architectural firms indicated interest in the renovation; two qualified as contenders and are in the process of being interviewed.

VI Friends of the Library

The Friends circulated a flyer for membership through the Town Crier, which has been bringing in new members. They are promoting a coloring contest and activities at the Dec. 6 Tree Lighting, including offering raffle baskets.

VI Request from Historical Society

Jane Lowell of the Historical Society presented a dilemma: their records, historical documents, and other reference materials are not easily able to be accessed due to limited hours of availability. Therefore, the Historical Society inquired as to whether the library would be amenable to taking custody of the documents in the new library space if a climate-controlled room can be procured. CPA grants may be available. Susan Darnell responded that while the library is interested, more specifics would need to be worked out; moreover, maintaining secure documents may not be within the library's purview. Once hired, the project architect may be of assistance in advising trustees on this matter as well.

VII Discussion on Library Visits and Community Input

Andrew reported out on site visits to Bolton and Leominster libraries and his observations therein.

Trustees have been visiting local community groups, including at the Senior Center, the Friends, and middle and high schools, to find out what patrons want in a new library. Responses included having a comfortable meeting and reading space, more adult programming, universal accessibility, and more materials. Survey responses will be examined and categorized, and more visits are anticipated.

VIII Updates and Announcements

Susan thanked Amy and Andrew for their commitment to the library planning process and other library responsibilities, including attending frequent evening meetings recently.

Susan, in conjunction with Anne Mazar and Bill McHenry, is working on the Green Communities grant for submission in February.

IX Future Agenda Items

Next meeting will be held on Dec. 4, 2013, at 7:00 PM at the Taft Public Library.

X Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Bob Carlson.

VOTED: Unanimous.

Meeting was adjourned at 9:25 PM.

Approved 1/8/14

Minutes by Leigh Martin