

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
January 11, 2017
7:00 PM

Trustees present: Sharron Luttrell, Ellen Agro; Leigh Martin (School Committee), Lauren Heather

Also present: Library Director Andrew Jenrich

Absent: Kelley Aubut, Amy Fahey

I. Call to Order

The meeting was called to order at 7:05 PM by Ellen Agro

II. Approval of Minutes

MOTION: on a motion to approve the Nov. 9 , 2016 meeting minutes by Leigh Martin, seconded by Lauren Heather.

VOTED: Unanimous

III. Director's report

Andrew presented his director's report. He is interested in starting a conversation with Digital Commonwealth about digitizing some of the archives.

Performance evaluations of staff was done. Staff has completed online conflict of interest training.

There is some confusion over the purpose of the Friends' renovation fund. Andrew and the Trustees agree that it must be used for facilities, not for books, programming, etc. We have a number of projects that need funding, including fencing for the HVAC system and film to cut glare from the windows. Andrew will speak with the Friends about it.

Kevin Rudden told Andrew about someone who will paint lines in the parking lot, but nothing has come of it yet. Andrew will follow up with Kevin.

One set of shelving purchased in 2008 or 2009 for the old children's room is up for grabs.

Andrew drew up a budget that would allow the library to be fully functional.

For example, he proposed funding the programming budget at \$10,000 to bring us back to our former level. (programming in FY 2008 was \$10,400; this year it's at \$2,050).

He has put in a line item for staff that reflects a new schedule of 52 hours/week (up from current 30). Schedule would be Monday 9-2; Tues, Wed, Thurs 9-8; Fri. 9-5; Sat. 9-3. Also factored in wage increases and longevity in staff line item.

Children's librarian salary of \$34,461 reflects increase in Tara's hours from 19/week to 32/week at current salary of \$20.71/hr. However, Andrew looked at comparable libraries towns and nearby towns and learned that salaries for full-time librarian are \$23-25/hr. Andrew would like to increase Tara's pay to \$23.50, bringing salary to \$39,104.

Kris Heumann asked Amy at the senior center if there is interest in a library drop-off service. Amy at the senior center will poll seniors and get back to Andrew. There was a question whether library volunteers or staff would be allowed to drop off books at seniors' houses.

Frances Hackenson passed away and the family asked that donations be made to the library.

We are no longer responsible for bills for 18 Main St. The sign on the building is going to come down. We'll put it on the wall upstairs.

IV. Budget report

Andrew presented the budget report. Problem areas are salaries, but will not cut back on salaries. Will use state aid to cover if need (may be in area of \$1,800). We are 80 percent through supplies budget with half a year to go because of rising cost of supplies.

Lights and fuel is well funded. Fuel bills averaging \$1,100 month.

V. New policies and procedures

Went through policies to see what we're missing. Andrew will check with other libraries to compare.

Dan Byer and some others in town were trying to put together a calendar of meeting spaces available and when. Andrew pointed out that we're limited by library closing hours. Our meeting area is not closed off from the rest of the library. Brief discussion about allowing only municipally-run groups to use the meeting space after hours, although we would still have to have a staff member on hand during meetings to supervise. We don't know whether that is feasible. The schools charge groups to use their facilities as meeting space, so we may want to do something like that.

VI. Chair and vice chair positions

Ellen explained that Amy no longer feels the sense of urgency to step down from the chair, so she will remain as chair

VII. Updates and announcements

Trustees must complete the online mandated ethics training.

Next meeting will be held Feb. 8 at 7 p.m. at the Taft Public Library.

VIII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:23 PM.

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

Trustees present: Amy Fahey, Sharron Luttrell, Kelley Aubut, Leigh Martin (School Committee),

Also present: Library Director Andrew Jenrich

Absent: Ellen Agro, Lauren Heather

I. Call to Order

The meeting was called to order at 7:04 PM by Amy

II. Approval of Minutes

MOTION: on a motion to approve the January 11, 2016 meeting minutes by Sharron Luttrell, seconded by Kelley Aubut

VOTED: Unanimous

III. Director's report

Andrew presented his director's report. He would like Phyllis to help digitize the archives and pay her from state aid.

We don't have a Nipmuc yearbook collection. Amy will look into whether the high school has yearbooks, so we can digitize them for the library. Would also like to digitize town reports and family histories.

Andrew spoke with the Friends to clarify that the capital campaign fund money has to be used for building related expenses. Nearly \$29,000 is left. We would like them to focus on paying for fencing around the HVAC units and gates for the porch, window film to cut glare from south-facing windows, and cabinetry. The cabinetry quote was over \$7,000. That seems high, so Andre will get more quotes.

Andrew presented his proposed budget to Kim. After meeting with BOS and FinCom, she asked Andrew to cut it back to 30 hours/week and to cut staff salaries. The trustees requested Andrew go back to request an additional \$14,000. This will allow Tara to add 13 hours to her week. This will compensate Tara for the work that she currently does on her own time. Amy and Kelley will meet with Kim along with Andrew.

The Friends want to do a library history event in April. Andrew will ask that they move that to the fall to give more time to put the event together.

Andrew is meeting with the Friends next Friday and will talk with them about why they have discontinued the leaf program.

Andrew went to a legislative breakfast and learned that state funding is below what it was in 1998. MLS is cutting back.

IV. Budget report

Andrew presented the budget report. 54.7 percent has been spent.

V. Updates and announcements

The next meeting will be held March 8 at 7 p.m. at the Taft Public Library.

VI. Adjournment

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

VOTED: Unanimous.

The meeting was adjourned at 9:40 PM.

Minutes by Sharron Luttrell

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.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
April 12, 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 7:01 PM by Amy

II. Approval of Minutes

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

VOTED: Unanimous

III. Public Water Supply

Kevin Rudden, water commissioner told the trustees that the Water Commission needs a definitive declaration of whether the library is a public water supply from the DEP. Kevin requested that declaration. The DEP will come out and Kevin expects they will declare it a public water supply. If so, it will fall under the town's budget rather than the library's budget. Kevin notes that the issue of public water was addressed by the Library Building Committee and the understanding was that because the DEP did not declare it a public water supply, we were all set.

Also, Kevin informed the trustees that Mr. Braza of Braza Construction will paint parking lines in the parking lot—a job worth from \$800-\$1,000.

IV. Director's report

The roving archivist from the Mass. State Historical Records Advisory Board will come in possibly in May to do a digital assessment of the town's historical records collection. Phyllis Foley is working 4-6 hours to digitize archives.

The town of Lancaster took the excess shelving that was stored in the old fire department.

Steve will bring the sign from the old Taft library and bring it here. Plan is to put it upstairs near the CDs and DVDs.

There was talk about allowing babysitters to put up their contact information on a bulletin board upstairs.

There is talk about a June book sale. If it happens, it will be June 17. Will collect books in May.

The library is investing in Playaway audios, which hold up better than CDs.

Karen Mullen of Signs Plus installed the window stencil for Frances and William Hackenson and the leaf and did not charge us for the work. She has been particularly

generous with her time and effort, as well as the material costs of the signs she has donated.

V. Budget report

Andrew presented the budget report. We are at 62 percent spend-through.

VI. New policies and procedures

Andrew reviewed other libraries' meeting room policies. He will incorporate our suggestions into a proposed policy for the trustees to consider.

Andrew also passed out a proposed genealogy room policy. The trustees discussed having it posted in the genealogy room once it is finalized. Andrew will also email a revised copy to the trustees.

Other policies to be developed or revisited will govern volunteers, posting on the bulletin board,

Ellen raised question of whether volunteers over 18 have COR checks. Andrew will ask town counsel.

VII. Updates and announcements

Wayne Phipps will be a write-in candidate for the seat being vacated by Lauren.

Ellen Agro will also be a write-in for her own seat.

Next meeting will be held May 10 at 7 p.m. at the Taft Public Library.

VIII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 9 PM.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
May 10, 2017
7:00 PM

Trustees present:, Sharron Luttrell, Ellen Agro, Kelley Aubut, Leigh Martin (School Committee),

Also present: Library Director Andrew Jenrich

Absent: Amy Fahey, Lauren Heather

I. Call to Order

The meeting was called to order at 7:06 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the April 12, 2017 meeting minutes by Kelley, seconded by Leigh

VOTED: Unanimous

III. Director's report

The next staff meeting in June will be about the summer reading program. Will be doing incentive programs for young adults and adults.

The town plans to have a cleaning company in place by July. Steve Handley may put a bid in to clean. Andrew noted that Steve shovels and does other outside work that a cleaning company does not do.

Don Morin will be in next week to switch out the last four monitors and CPUs at both circulation desks and in Andrew's and Tara's offices.

Haven't heard back from Mr. Fence about constructing fencing on the outside of the building.

Zook Custom Kitchens should have the cabinets done by June.

The old Taft Library sign is on the wall upstairs.

Andrew filled out forms to transfer \$7,000 from contracted services to salaries/wages for Steve Handley's monthly stipend; and \$4,500 to transfer the fuel line to salaries/wages to cover additional hours for staff for processing, cataloging and project work.

Fourteen kids attended the teens and tweens paint night; 29 people went to the Friends BYOB plant night at the Mendon Greenhouse; 16 people went to the documentary, *Before the Flood*.

May need volunteers for the library book sale on June 17.

Kids Culture Club is going well, 18-20 kids participate each week; 29 girls have signed up for Girl Power program.

Apptime of Franklin created a mobile-ready version of our website and a 3D tour of the library, which cost a little over \$300. It is \$2,000 for the app, including the first year of the \$900 annual maintenance fee. The app should be ready in about a month. Submitted a grant application for the state's Roving Archivist program.

Dick Skinner suggested an invitation to the Cardboard Boat Race be sent to the seven daughter towns. The Brothers of the Brush agreed. However, Andrew and Dan

Byer are concerned that doing so will stretch the library and parks staff and overcrowd the beach.

The trustees discussed a compromise, having a Mother Mendon boat race, with one boat per town.

V. Budget report

Andrew presented the budget report. Received additional \$3,492 of state aid at the end of the month, which will bring us to \$43,000 in state aid. We may need that to cover overages from the building project if we're unable to pull the bond. If not needed, discussion about keeping it as a hedge against future cuts, given the current administration in the White House.

Andrew is going to check on a monitor for the wall and on paving the parking lot.

VI. New policies and procedures

Andrew went over changes to the meeting room use policy. He will incorporate our suggestion and send out the revised policy and will also email the proposed genealogy room policy and form.

VII. Open Trustee Positions

Ellen Agro, Kelley Aubut and Wayne Phipps are running for the three open positions. Ellen and Wayne's positions are three-year and Kelley's will be running for the final year in the three-year term she was appointed to finish.

VIII. Library advocacy

A few senators have signed onto the bill to support FY18 funding for library funding.

Updates and announcements

Next meeting will be held June 14 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: 50 PM.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
June 14, 2017
7:00 PM

Trustees present: Amy Fahey, Sharron Luttrell, Ellen Agro, Wayne Phipps, Leigh Martin (School Committee),

Also present: Library Director Andrew Jenrich, Children's Librarian Tara Windsor

Absent: Kelley Aubut

I. Call to Order

The meeting was called to order at 7:04 PM by Amy

II. Approval of Minutes

MOTION: on a motion to approve the May 10, 2017 meeting minutes by Leigh Martin, seconded by Ellen Agro

VOTED: Unanimous

III. Tara Windsor-Overview of Summer Reading Program

Tara spoke about the summer reading program, Build a Better World. We have online registration this year, participants can log their reading hours online. Adults who reach 20 hours get a raffle chance at one of three baskets; for every three hours kids read, they get to spin a wheel once a week for prizes. Kids get prizes for every certain number of hours they read. The online registration is free for the first few years. To go with the theme, we will be collecting for the Mendon food pantry and for Birthday Wishes program. Alex Heather will be working on his Bar Mitzvah project, which will be a kindness rock project. People will write encouraging messages on the rocks and leave them in places.

June 22 is summer reading kickoff with Science Tellers. This summer, for the first time, all of the events will be here. If it doesn't work out, will go back to using other locations next year. There were 65 or so people at the Girl Power seminar, which was held upstairs.

End of Summer reading party will be August 10. Will have life size Candy Land, pizza and an ice cream truck.

Last couple weeks of summer Andrew and Tara will be running book clubs for the summer reading.

IV. Director's report

Because the budget is higher than in the past, the book budget has increased, which means more processing to do for new materials. Staff is catching up with this with their extra hours.

The online registration for summer reading program has already cut down on paper and printing costs.

Discussion about the cleaning contract and why the town has not been taking care of shoveling, raking, etc. Steve Handley did that for us as part of his contract with us.

Andrew will talk to town about how this will get done in the future now that Steve has been replaced by a new cleaning contractor.

Now have two checkout stations upstairs and a receipt machine instead of hand-stamping the books.

The new cabinets from Zook are installed. He did very good and efficient work.

Over 20 kids showed up for the teen volunteer program. Last year was an issue with kids not showing up, so made a point this year to let them know need to stick with their commitment.

Andrew has been going to Miscoe and Tara to Clough to promote the summer reading program.

The app should be ready by the end of June.

Eagle Scout proposed putting in a repurposed metal storage container for a shed.

We would have to pay for the shed and we do not have the budget. Andrew will let him know we don't have that within our budget.

We're still waiting for the parking lot to be lined. Amy will email Kevin about whether he knows when his friend will be available to do this.

We received the Roving Archivist grant. The roving archivist will come here and recommend what should be digitized.

V. Budget report

Andrew presented the budget report.

VI. Library advocacy

Amy will send everybody the link to be updated on what's happening legislatively.

Amy suggested we look into what it will cost to renovate the rectory. The fear is that it will deteriorate if the town doesn't do anything about it. Andrew says he'll poll the staff and Friends to see what they want to do with it.

Amy will talk with Kim about what she's thinking.

Amy offered to write a letter to the editor to thank all of the people who have donated their time to the library, like Don Morin and Leesa Michaels. Andrew will create a list of people to acknowledge and send it to Amy.

VIII. Board positions

MOTION: on a motion by Ellen to nominate Sharron to be the secretary of the trustees, seconded by Leigh.

VOTED: Unanimous

MOTION: On a motion by Leigh to nominate Ellen to be chair of the trustees, seconded by Amy

VOTED: Unanimous

MOTION: On a motion by Leigh to nominate Amy to be vice chair of the trustees, seconded by Ellen

VOTED: Unanimous

IX. Updates and Announcements

Next meeting July 12 at 7 p.m.

IX. Adjournment

MOTION: On a motion of Leigh to adjourn the meeting, seconded by Wayne

VOTED: Unanimous.

Meeting was adjourned at 9:17 PM.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
September 13, 2017
7:00 PM

Trustees present: Amy Fahey, Sharron Luttrell, Ellen Agro, Kelley Aubut, Wayne Phipps, 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 Ellen

II. Approval of Minutes

MOTION: on a motion to approve the July 12, 2017 meeting minutes by Amy, seconded by Wayne

VOTED: Unanimous with Sharron abstaining

III. Director's report

Stripping and cleaning the bathroom floors and carpet cleaning is \$1,245, has to happen twice a year. UV protection on the north side is not as high a priority as some other things. Thinking about getting noise-cancelling screens for upstairs to use during performances but wondering how effective they'll be. Kelley suggests asking the vendor if we can try them out before buying. Going to buy a sign-holder for exhibits and posting notices and a display case: together will cost about \$1,000. We have the money to cover it. Will rotate the display monthly.

Original collection: We can make the books available for browsing in the genealogy collection. Trustees agree that Andrew can select ones that might be of interest. Others can be stored.

IV. Budget report

Andrew presented the budget report. Spent about half of programming budget for summer reading.

V. Community thank you

Amy plans to write a thank you letter to the community, singling out those who helped with the new library.

VI. Rectory walkthrough/feasibility study

The trustees and Andrew did a walk-through of the rectory. It seems to be in good condition, but there's a concern that it will deteriorate quickly if left vacant. The trustees will bring back ideas for its potential use at their next meeting.

VII. New business

Ellen proposes a farmer's market each week next summer at the library. Local musicians, produce, local products, Friends' weekly book sale. Ellen will do some research into permits and etc. that are needed.

Next meeting will be held October 11, at 7 p.m. at the Taft Public Library.

VIII Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 9:15 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
October 11, 2017
7:10 PM

Trustees present: Amy Fahey, Ellen Agro, Kelley Aubut, Wayne Phipps, Leigh Martin
(School Committee)

Also present: Library Director Andrew Jenrich

I. Call to Order

The meeting was called to order at 7:10 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the September 13, 2017 meeting minutes by Amy,
seconded by Wayne

VOTED: Unanimous

III. Director's report

Andrew expressed his displeasure with Jan-Pro and has also communicated this with the Town. The Friends have approved funding for the UV screens in the Genealogy Room as well as standing supply cabinets for both bathrooms and lighting for the signage in the front of the building. Andrew and Leesa will continue to investigate noise-cancelling options as the screens are expensive and probably aren't the right option for the space. Otis Elevator completed work on the elevator so that it could now handle the 2500 lb. max. weight bringing it up to code, however, a certificate of inspection was not left behind. Andrew will follow up with them for clarification. Andrew informed the Board that he has completed and submitted the FY18 State Aid Financial Report and Application and Compliance Form for the library and related that the library will not need to apply for a waiver again this year.

Itty Bitty Storytime continues to be a very popular program. Also seeing great interest in the Beginning Bridges sessions. Andrew is reaching out to Nipmuc for a high school student to help out with tech support regarding website operations.

IV. Budget report

Andrew presented the budget report. Andrew noted that Books expenditure is running a little ahead due to large annual invoices for databases and periodicals hitting at the beginning of the fiscal year. The FY19 budget process will begin sometime in the Dec/Jan timeframe. Kim Newman suggested that the library prepare statistical data outlining circulation and attendance as well as a patron survey on hours, services provided to strengthen our request for increased operating hours.

Ellen requested that the budget and director's reports be made available at least the day before the Board of Trustees meetings to allow more time for review and input. It was also requested that the meeting minutes be distributed sooner so that action items are outlined and easily referenced.

V. Community thank you

The board reviewed and edited the letter with Amy. The updated version is attached with the minutes.



Community Thank
You Letter Oct 2017

VI. Rectory

Discussed the rectory and whether the space can be converted into usable space for the town. Amy spoke with David Eisen, Moritz Schmid and Mary Bulso to get their input. Some issues to consider include accessing a public water supply, hazardous material abatement costs, ADA compliance, connection to the library, the cost of a feasibility study, capacity.

David Eisen offered to personally provide his services to draw up a rough plan for the rectory. The board agreed to approve up to \$3500 for architectural consulting services related to the rectory renovation pending a favorable assessment of accessing a public water supply.

VII. Little Free Food Pantry

Waived discussion until November 8th meeting.

VIII. Farmer's Market 2018

Ellen found a ma.gov website that gives detailed steps on how to start up a farmer's market in Massachusetts. The link is: <http://www.mass.gov/eea/agencies/agr/markets/farmers-markets/farmers-market-howtorun-generic.html>

IX. New Business

No new business was discussed.

Next meeting will be held November 8, at 7 p.m. at the Taft Public Library.

X. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:45p.m.

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

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

I. Call to Order

The meeting was called to order at 7:02 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the October 11, 2017 meeting minutes as amended by Leigh, seconded by Kelley

VOTED: Unanimous with Sharron abstaining

III. Director's report

Andrew will follow up with building inspector to find out about whether alarm system meets code.

Question about who will clear the walkways of snow. Van drivers shovel the senior center walkways. DPW does the town hall and police station. Trustees ask Andrew to ask Kim to have this taken care of given that the library is a town building. We're concerned about liability to the town in the event someone gets hurt.

Andrew spoke with Kim about increasing Tara's hours to 32 – that's 13 additional hours. Tara is here Tuesdays, Wednesdays, Thursdays. He'll work out the schedule prior to going to FinCom and determine whether those extra hours will allow library to increase its operating hours.

Genealogy work for Phyllis will probably continue into January.

IV. Budget report

Averaging \$4,500-4,700 per month on books, which is in line with what we should be spending. The display case came in and is set up with a display of some items from the original collection.

V. Community thank you

Amy's thank you letter to the community appeared in the most recent issue of the Mendon-Upton Town Crier.

VI. Little free pantry

Kelley attended the Friends meeting. Colleen representing the Lions Club gave a slide show describing the little free pantry. It would have three levels stocked

with books, food, and eyeglasses. Colleen says she would be responsible for maintaining it. Kelley suggested it be placed behind the old library, St. Gabriel's or Mendon Greenhouse. Concern with having it here is that this is not an ideal space for it. The consensus was that library is not a good spot for it. Colleen said she would take the idea to the town.

VII. Rectory

Amy talked with the building inspector about maximum capacity per square foot. He answered that the designer would work that out given the design. About connecting to water main, Jay Byer at school district said we could theoretically connect to Clough, but it would be cost prohibitive. Amy will find out whether it's feasible to tap into the existing well or whether a new one needs to be dug. We'll move forward with David Eisen, the architect.

MOTION: On a motion by Amy, seconded by Wayne to approve up to \$3,500 from state aid for David Eisen's architectural consulting services related to the rectory renovation.

VOTED: Unanimous

Amy will draft a memo of our ideas for the space to give to David Eisen. We will finalize the memo at the next meeting.

VIII. Farmer's market

Ellen looked at guidelines for creating a farmer's market. It will be a lot of work to create a farmer's market and she doesn't have the time to do it. She will bring it up at the all-board meeting on Nov. 20 in the event someone else wants to take it on.

IX. Unanticipated new business

Need 6-7 people to move the boxes of books out of the old firehouse. None of it is worth holding onto. Have to black out bar codes and stamp the books them as taken out of circulation. There are 7-8 boxes of books that Andrew may want to return to the collection, and another four boxes of kids crafts that he wants to keep.

X. Executive session

MOTION: On a motion to go into executive session via roll call vote to discuss Andrew's annual performance review and not reconvene in open session.

VOTED:

Kelley Aubut, yes

Amy Fahey, yes

Wayne Phipps, yes

Ellen Agro, yes

Sharron Luttrell, yes

Next meeting will be held December 13, at 7 p.m. at the Taft Public Library.

VIII Adjournment

Approved 12.13.17

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

VOTED: Unanimous.

Meeting was adjourned at 9:25 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
December 13, 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: Wayne Phipps

I. Call to Order

The meeting was called to order at 7:05 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the November 8, 2017 meeting minutes by Amy, seconded by Kelley

VOTED: Unanimous

III. Director's report

Staff evaluations have been completed; Electrician coming in to look at the lighting in the children's area. Lights in the adult room are pulling way from the ceiling. Andrew called Metropolitan to tell him there's an issue. He will come here to check it out. Katie Taft is doing the shoveling. Andrew is paying her \$16.56 per job, which is what a library assistant would be paid hourly. Ellen wondered whether longtime employees would object to her being paid the same as others. Discussion about paying a flat rate per job: \$15.

Nearly 100 library hours surveys have been completed.

IV. Budget report

Andrew presented the budget report.

V. Board and Committee Appointments Policy

New policy. If there's a board opening, we notify the town, which posts the opening. Applicant sends letter of intent to the town clerk, then go before the Board of Selectmen.

VI. Rectory walkthrough/feasibility study

Goal is to add programming and storage space. First floor only for programming. Kitchenette, space for Friends, likely the second floor. Discussion about turning basement into a walk-out and possibly holding book sales down there. Half of basement should be kept for storage. We would have to provide handicap parking. Amy will send this list to Dave, the architect.

Next meeting will be held January 10, at 7 p.m. at the Taft Public Library.

VII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:20 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
July 12, 2017
7:00 PM

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

I. Call to Order

The meeting was called to order at 7:06 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the June 14, 2017 meeting minutes by Amy Fahey, seconded by Wayne Phipps

VOTED: Unanimous

III. Director's report

FY17 budget closed out at the end of June with a Salaries balance of \$1,093.63 and a net upside of \$1,686.57. This is because we were allowed to move money from Operations into the Salaries line.

COLA increases started July 1 as well as longevity for three staff members.

Phyllis Foley's work rate to be increased to \$16.56, which is the 2018 rate for library techs.

Discussion on a request for additional hours to make up for lost weekend hours over the summer. The board felt that there isn't room in the budget to add additional hours at this time.

Karen Arnold (Miscoe school librarian) has been volunteering on Tuesday mornings and has been a great help to the staff on what is the busiest day of the week. She is volunteering in reciprocation for the assistance that the library provided in sourcing books during the school year.

The new cleaning company, Jan-Pro, started on July 1.

UV protection for the windows in the Genealogy Room was suggested by the state's Roving Archivist. Andrew will get in touch with the company that installed the UV protection on the south facing windows upstairs.

Andrew is awaiting Metropolitan to come back and repair the light fixture that detached from the ceiling in the YA area.

Worldband to replace the power supply on the server CPU.

Awaiting feedback from Kim Newman regarding how we should handle small maintenance items like repairs, raking & shoveling going forward. These things were handled by Steve Handley in the past however he is no longer being contracted by the library.

Online registration for the summer reading program is tracking a little lower than last year. Andrew is attributing this to the new process and is hopeful that the numbers will continue to increase.

Amy will serve as a judge for the upcoming Cardboard Boat Race, Ellen & Sharron will be available as backup judges. Andrew will also ask Chief Kurczy if he would like to participate.

Andrew will also follow up with the town departments that plan on entering the race.

Still working on bringing content up to date on the new library app.

Attendance counters have been installed on both floors.

Andrew plans to contact CRT Recycling out of Brockton to schedule a pick-up of the libraries e-waste like CPUs, old keyboards, mice and monitors.

Digitizing discussions underway to determine which documents and reports should be prioritized.

FY17 statistical data for regional libraries will be posted 7/14. Andrew will work on the ARIS which is due mid-August.

IV. Budget report

Andrew presented the budget report.

V. Library advocacy

Discussion concerning the rectory and what kind of uses are envisioned. Amy has contacted Kim to get guidance on what we can do in terms of hiring a firm to run a feasibility study. We should consider the same architect that designed the library. Trustees will do a walk thru of the rectory and its garage at the next meeting to get a better handle on the condition of the structure.

Amy spoke with Kevin Rudden about lining the parking lot and he asked us to wait until September. Instead, Amy will contact Alan Tetreault at the Highway Department to see if he can line the lot and put up handicap parking signs.

Amy is working on a letter to the editor thanking library supporters that have given so much time and effort over the past few years.

VI. Updates and Announcements

Next meeting September 13 at 7 p.m.

VII. Adjournment

MOTION: On a motion of Amy to adjourn the meeting, seconded by Wayne

VOTED: Unanimous.

Meeting was adjourned at 9:23 PM.