

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
January 10, 2018
7:00 PM

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

Also present: Library Director Andrew Jenrich

Absent: Wayne Phipps, Kelley Aubut

I. Call to Order

The meeting was called to order at 7:08 PM by Ellen

II. Approval of Minutes

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

VOTED: Unanimous

III. Director's report

The DPW had parking lot plowed, but while the plow cleared the handicapped parking spots, it didn't leave room for cars to maneuver further down the parking lot. Andrew has complained.

The pipes froze and we lost water pressure. Rich Schofield thawed the rectory pipes, but the pressure hasn't improved. We may have to put an electrical box in the rectory basement to install a heater. It could cost around \$4,300. We will send the Board of Selectmen a request to take up the issue.

George Morrice came in and fixed the lights in the adult area. He may also have a solution for the lighting issue in the children's area.

Andrew met with Kim about the budget. She's on board with the direction we want to go in.

All of the stored books are now gone from the firehouse.

IV. Budget report

Andrew presented the budget report. We've spent 47.1 percent so far, on target for halfway through the year.

V. Rectory update

Architect David Eisner will set a time to look at the rectory and the library.

VII. Adjournment

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

VOTED: Unanimous.

Approved 2.13.18

Meeting was adjourned at 8:04 p.m.
The next meeting will be held Tuesday, February 13 at 7 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
February 13, 2018
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 7:04 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the January 10, 2018 meeting minutes as amended by Amy, seconded by Wayne

VOTED: Unanimous

III. Director's report

We'll be displaying individual collections in the display case.

Pat injured her left knee tripping on a stool. So we are keeping the stools underneath the counter now.

Kim wanted to know if we have a fix for preventing frozen pipes other than installing an electrical panel and putting in a wall-mounted heating unit.

The lot is now being plowed sufficiently.

George Morrice's quote to do the outside lighting and children's area is vague about how long the job will take and therefore what the total cost for labor will be. Andrew will ask David Eisner of Abacus for suggestions on how to deal with the lighting in the children's room. He'll also ask him about the sound issue.

Andrew will talk to the Friends about making clear to people putting on programs at the library that they need to clear it with them before selling anything at the event (other than authors selling books).

We're looking at online event registration. Could be problem with syncing up paper registrations with online, though when there is a limit on attendance. Discussion about giving up paper lists and having everybody sign up online.

IV. Budget report

Andrew presented the budget report.

V. Rectory update

Dave Eisner from Abacus visited the rectory building. Waiting to hear his thoughts.

VI. New Business Leigh attended the legislative breakfast. The governor's budget matches up with the request with the exception of library technology and resource sharing.

VII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:13 p.m. The next meeting will be held Tuesday, February 13 at 7 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
March 14, 2018
7:00 PM

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

I. Call to Order

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

II. Approval of Minutes

MOTION: on a motion to approve the February 13, 2018 meeting minutes by Wayne, seconded by Amy

VOTED: Unanimous

III. Director's report

We will discuss emergency procedures in the event of a violent attack at our next meeting. Andrew would like to bring in a workshop for employees on dealing with emergencies/violent situations. Ellen would like at least one trustee to be present.

Kim put an item on the Town Meeting warrant to pay for a water heater for the rectory.

Snow plows did a better job with the lot after most recent storm.

The extra \$14,000 we asked for Tara's additional hours was taken out of the budget. There was \$600,000 in additional town departmental requests this year and only \$160,000 extra to spend.

We bought a projector and a stand and a screen because what we had was inadequate.

Rachel (roving archivist) stopped by Monday to talk about the original collection. There isn't enough space to display the books properly. We will display a representative collection, store the rest, and swap out items. We'll need a temperature and humidity gauge in the storage area to make sure it doesn't get too humid. We will have to keep everything off the floors and away from the walls. We'll put them on pallets. There was discussion about buying glass cases to display the books downstairs.

Survey respondents want the library to be open on Mondays and additional hours on Saturday. They also want standard hours. Discussed asking for six additional hours for Saturday. We will aim to start opening Mondays in the new fiscal year.

Discussion about doing an ROI study on the library.

Discussion about waiving fines. Some libraries find that people are more likely to return books if don't have to pay a fine. We collect about \$500 in fines and charges for lost books each year.

We will invite Kim to attend our next meeting to talk about budget issues, rectory building options, etc.

IV. Budget report

Andrew presented the budget report.

V. Children's area lighting

Haven't heard back from the architect on lighting issue. Still waiting to hear back about the motor in the bathroom upstairs.

VI. Rectory feasibility study

Tabled until next meeting

VII. New Business

VII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 9:30 p.m.

The next meeting will be held Wednesday, April 4 at 6 p.m.

Approved 5/23/18

Amended 6/12/18

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
April 4, 2018
6:00 PM

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

Also present: Library Director Andrew Jenrich, Tara Windsor

I. Call to Order

The meeting was called to order at 6 PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the March 14, 2018 meeting minutes by Kelley, seconded by Amy

VOTED: Unanimous with Leigh abstaining because she was absent

III. Discussion with Kim Newman

Kim Newman joined the trustees to talk about the budget.

IV. Director's report

Andrew is away for vacation May 3-14. We'll take money out of maintenance to pay for landscaping to repair plow damage. Andrew will look into whether insurance will pay for it. Discussion about buying sturdy markers to delineate the lawn.

The police department received 911 calls from the rectory. Andrew called Verizon to cancel the phone account there.

David Eisen says he will contact the lighting people to see if they can determine why it is so dark in the children's area.

We bought a lock box, two cash boxes and a bubble machine for programming. Programs are doing very well. We don't have an adult services position. Much of adult programming falls to Tara and the Friends.

Tara says that people come from other communities for reading time.

Discussion about giving Tara a one-time performance bonus to be paid from state aid. Andrew will suggest a figure at our next meeting.

V. Budget report

Andrew presented the budget report.

VI. Rectory feasibility study

MOTION: On a motion to not pursue renovating the rectory given David Eisner's report, moved by Amy, seconded by Kelley.

Approved 5/23/18
Amended 6/12/18

VOTED: Unanimous

VII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 8:46 p.m.

The next meeting will be held Wednesday, May 23 at 6 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
May 23, 2018
6:04 PM

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

Also present: Library Director Andrew Jenrich

Absent: Sharron Luttrell

I. Call to Order

The meeting was called to order at 6:04PM by Ellen

II. Approval of Minutes

MOTION: on a motion to approve the April 4, 2018 meeting minutes by Leigh, seconded by Amy

VOTED: Unanimous

Andrew asked for the final March & April 2018 approved minutes. He also noted that the town website doesn't have the most up-to-date minutes nor trustee information. Andrew will ask Dan Byer to remove the old information. It was agreed that the library website is current, therefore, no further action is necessary.

III. Director's Report

Staff were paid out of the regular salary line for both the staff meetings and off-site training sessions attended in April and May including travel expenses.

Franklin Glass will be coming to assess the broken window in the Adult Reading section and provide a quote for the repair. Any repairs will take place in July.

Amy will advise David Eisen that, after review of the feasibility study, the trustees have agreed that it isn't fiscally possible to move forward with any rectory projects and will share the findings with the selectmen.

The genealogy projects are slotted to be complete by the end of summer.

Staff will be working a few extra hours per week through June for processing and classifying new books into the collection as well as moving uncirculated books out.

Andrew will research the possibility of increasing the bulb wattage in the Children's Library to see if it would impact the lighting issues (the shelving areas are too dark). He will also look into what the standard candle power for a library is.

Andrew will speak with Dan Byer about re-seeding the damaged areas from the plows this past winter.

IV. Budget Report

Andrew presented the budget report. Spending is in line with remaining funds and a surplus is not anticipated as the 2018 fiscal year closes on June 30.

V. Discussion of Children's Librarian's Hours

Continued discussion about giving Tara a one-time performance bonus. Out of appreciation for the amount of time and effort that Tara puts in to running the children's library programming, the board agreed to recognize Tara's exceptional work in FY2018 with a \$2,500 bonus.

MOTION: On a motion to move \$2,500 out of State Aid by Kelley, seconded by Leigh

VOTED: Unanimous

VI. Unanticipated New Business

Amy will provide the meeting agenda to the Town Clerk now that Ellen has been newly elected to the Town Clerk position. Ellen will continue as Chair.

VII. Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 7:50p.m.

Next meeting will be held on Tuesday, June 12 at 6 p.m. at the Taft Public Library.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
June 12, 2018 6:00 PM

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

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

I. Call to Order

The meeting was called to order at 6:03 p.m. by Ellen

II. Summer Reading

Tara presented the events for the summer reading program. We are using an online calendar called Event Calendar. All events are listed online, people can email events to friends and register online.

III. Director's report

Andrew presented the director's report. David Eisner attributed the lighting problem in the children's area to the bookshelves being taller than anticipated and they are not placed where they were originally proposed. Also, the carpet absorbs more light than was anticipated. He also said they erred on the side of less light because normally the problem is too much light (and glare) rather than not enough. Andrew will pursue with a friend who is a lighting designer.

Kelley volunteered her family to take care of the garden area around Ben Tremblay's Eagle Scout project.

The wireless in the library is stronger because we got an upgrade.

The cleaners do not do a good job. If the town renews its contract with the cleaning company, Andrew will investigate whether we can opt out of the contract and pay another cleaner.

The library was gifted a 1698 edition of the *Samuel Newman Concordance* by a man in Illinois. Phyllis is researching the book's history.

IV. Budget Report

There's \$7,000 left in the budget and Andrew will spend \$2,000 of it this week.

V. Rectory Report

We will send a memo to selectmen with a copy of the report letting them know that we will not be pursuing rehab. Ellen will write the memo.

VI. Minutes

MOTION: On a motion by Amy to reconsider the April minutes, seconded by Leigh.

VOTED: Unanimous

MOTION: On a motion by Kelley to amend the April minutes, seconded by Leigh.

VOTED: Unanimous

Ellen will write a letter to the town administrator informing her that the Trustees voted to approve a one-time performance bonus for Tara to be paid out from state aid.

VII. Procedures and Policy

We only have a few remaining policies to develop. Andrew will give the safety policy to public safety to review.

Andrew will email policies to the board to review and vote on during the next meeting.

VIII. Parking Lot

The Capital Needs Committee would like to know what our capital needs are. We will let them know that we need fresh asphalt on the parking lot. We also need a storage shed.

IX. Discuss Strategies for Extending Hours in FY20

We will go to selectmen and Fincom early, before budget season kicks off.

X. Adjournment

MOTION: On a motion by Amy to adjourn, seconded by Kelley

VOTED: Unanimous

Meeting was adjourned at 8:30 p.m.

The next meeting will be held Wednesday, July 11 at 6 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
July 11, 2018 6:00 PM

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

Absent: Amy Fahey

Also Present: Library Director Andrew Jenrich

I. Call to Order

The meeting was called to order at 6:03 p.m. by Ellen

II. Minutes

MOTION: to accept the April and May minutes as approved by Wayne, seconded by Kelley.

VOTED: Unanimous

MOTION: By Kelley to accept the June minutes, seconded by Leigh

VOTED: Unanimous

III. Director's report

Andrew presented the director's report. Craig Casavant from Blackstone says we can trial high-voltage bulbs for a month to see if our system can handle it. If they overheat, they will turn off. It will cost \$400 to install them. The lights are \$120/\$130 per fixture, we need nine. We don't know life expectancy.

Summer program registration is strong with 133 kids, 75 teens and 33 adults registered for the incentive program.

The town of Millville voted down an override that will have kept the library open. Consequently, Millville library card holders will not be allowed to borrow materials from our library.

The DEP has determined that we have a public water supply. Question remains how it affects the maximum occupancy of the building.

IV. Budget Report

We ended the fiscal year with about \$1,800 left over.

V. Procedures and Policies

The trustees reviewed policies for meeting room and genealogy room use. Andrew will revise according to our discussion and will resend.

VI. Review draft of award justification letter

Ellen wrote a letter re: Tara's one-time bonus.

VII. Driveway improvements

We have not heard back from the capital planning committee.

VIII. Adjournment

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

VOTED: Unanimous

Meeting was adjourned at 7:55 p.m.

The next meeting will be held Wednesday, September 12 at 6 p.m.

**Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
September 12, 2018 6:00 PM**

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

I. Call to Order

The meeting was called to order at 6:03 p.m. by Ellen

II. Minutes

MOTION: to accept the July minutes as amended by Kelley, seconded by Wayne.

VOTED: Unanimous, with Amy abstaining

III. Director's report

Tara's bonus went through.

The lighting issue in the children's area has been resolved. We needed to swap higher voltage fixtures. If the lights are too bright, we can put in a dimmer.

Ellen will send a letter to Kim asking to get the library off the Jan Pro contract

MOTION: to hire Steve Handley at a rate of \$650 per month to supplement cleaning and do handyman tasks by Kelley, seconded by Amy.

VOTED: unanimous

Andrew will look into buying treads or something to protect the entryways and stairs from dirt being tracked in.

Programming participation has increased. Circulation has dropped from last year.

IV. Budget Report

Andrew presented a budget update.

V. Board elections

Amy nominated Kelley to be chair, seconded by Wayne

VOTED: Unanimous

Ellen nominated Amy to be vice chair, seconded by Wayne.

VOTED: Unanimous

Amy nominated Sharron secretary, seconded by Wayne

VOTED: Unanimous

VI. Room policy updates

The board reviewed the room policy updates for the genealogy room, Art Holmes community room and Clinkman periodicals area.

Andrew will post the request forms on the website.

MOTION: to approve the amended room policies and reservation forms, by Amy, seconded by Kelley

VOTED: unanimous

VIII. Adjournment

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

VOTED: Unanimous

Meeting was adjourned at 8:14 p.m.

The next meeting will be held Wednesday, October 10 at 6 p.m.

**Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
October 10 , 2018 6:00 PM**

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

I. Call to Order

The meeting was called to order at 6:10 p.m. by Kelley

II. Minutes

MOTION: to accept the September minutes as amended by Wayne, seconded by Ellen

VOTED: Unanimous

III. Director's report

Andrew presented his report

IV. Budget Report

Andrew presented a budget update.

V. Meeting room policies

MOTION: to accept the Art Holmes Community Room and Clinkman Periodicals Meeting Room Use Policies as amended by Leigh, seconded by Ellen

VOTED: Unanimous

VI. Green Community update

Discussion about Bill McHenry applying for a grant to pay for three fans to improve efficiency of heating and cooling. He will not be able to submit the application before the deadline, though.

VII. Public water supply well

The Water Department will take care of everything to do with the public water supply well

Adjournment

MOTION: On a motion by Kelley to adjourn, seconded by Amy

VOTED: Unanimous

Meeting was adjourned at 7:22 p.m.

The next meeting will be held Wednesday, November 14 at 6 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
November 14, 2018 6:00 PM

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

I. Call to Order

The meeting was called to order at 6:06 p.m. by Kelley

II. Minutes

MOTION: to accept the October minutes by Ellen, seconded by Wayne

VOTED: Unanimous

III. Director's report

The staff salary increases are on the Town Meeting warrant.

Putting a 200-amp box into the rectory will require a lot of extra work; a 100-amp box will be sufficient. Andrew will tell the electrician.

Andrew just discovered that the contractor never swapped out the locks after finishing the building. It will cost around \$1,200 to switch them.

Kelley will write a letter informing selectmen that we are opting out of the Jan-Pro contract.

We will request an increase in hours, programming, director's salary, and books in our FY20 budget.

We received a donation of nine board games. We will begin lending them out, hoping that all of the pieces stay with the games.

MOTION: to allow the donation of artifacts from the old Taft Library to be given to the Mendon Historical society by Ellen, seconded by Leigh.

VOTED: Unanimous

Ellen raised the idea of installing security cameras. We will discuss at a future meeting.

IV. Budget Report

Andrew presented a budget update.

V. Food sales

We need to tell the Friends that they will need to check with the Board of Health about a possible permit from the Board of Health for food sales.

Adjournment

MOTION: On a motion by Ellen to adjourn, seconded by Wayne

VOTED: Unanimous

Meeting was adjourned at 7:24 p.m.

The next meeting will be held Wednesday, January 9, at 6 p.m.