

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
January 9, 2019 6:00 PM

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

Also Present: Library Director Andrew Jenrich

Absent: Wayne Phipps

I. Call to Order

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

II. Minutes

MOTION: to accept the November minutes by Ellen, seconded by Leigh

VOTED: Unanimous

III. Director's report

Library staff have the opportunity to go through ALICE training at Miscoe. Officer Stephen Sinko is reviewing the emergency manual put together by the state and the Massachusetts Library System that Andrew gave to him.

We were certified for state aid at the Massachusetts Board of Library Commissioners' December board meeting. The first installment has been awarded: \$3,665.22.

IV. Budget Report

Andrew presented a budget update.

V. Security camera options

Discussed having cameras downstairs. A webcam on the monitor behind the circulation desk downstairs will allow staff upstairs to see when someone comes in the door at times when no one is downstairs.

VI. Review of Andrew's contract

Reviewed Andrew's contract. Language is mostly unchanged from previous. Includes language about salary increases tied to steps.

Adjournment

MOTION: By Ellen to adjourn, seconded by Leigh.

VOTED: Unanimous

Meeting was adjourned at 8:16 p.m.

The next meeting will be held Wednesday, February 13, at 6 p.m.

Trustees of the Mendon Taft Public Library
Meeting Minutes

Wednesday, February 13, 2019, 6:05 PM

In attendance: Kelley Aubut, Ellen Agro, Leigh Martin, Wayne Phipps, Amy Fahey, Andrew Jenrich

Absent: Sharron Luttrell

Kelley called the meeting to order at 6:05.

Wayne Phipps moved to accept the minutes from the January 9, 2019 meeting, seconded by Leigh. All voted in favor.

Andrew presented the Director's Report.

Andrew presented the Budget Report.

Kelley presented a draft of her letter to Town Administrator Kim Newman regarding the Trustees decision to opt out of the Town's cleaning contract with Jan Pro in favor of returning to our former arrangement of independently contracted services.

Leigh motioned to approve the latter with amended changes, seconded by Wayne. All voted in favor.

The next meeting will be held on Thursday, March 14, 2019 at 6:00 PM.

Wayne motioned to adjourn the meeting at 7:05, seconded by Leigh. All voted in favor.

**Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
March 14, 2019 6:00 PM**

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

I. Call to Order

The meeting was called to order at 6:08 p.m. by Kelley

II. Minutes

MOTION: to accept the February minutes by Leigh, seconded by Kelley

VOTED: Unanimous with Sharron abstaining

III. Director's report

Staff has transitioned from the Evergreen XUL to the web client for circulation. Kris Heumann has taken over the adult book club. She spends two hours prepping. Andrew would like to compensate her out of state aid.

MOTION: To appropriate a sum to be named out of state aid to compensate Kris Heumann for her work on the adult book club by Leigh, seconded by Ellen.

VOTED: Unanimous

The Friends created an ongoing book sale with shelves in the adult area.

Tara secured a grant through the Mass. Board of Library Commissioners to fund our use of the Wandoo Reader during Summer Reading this year. Cost is in the \$600-\$800 range.

IV. Budget Report

Andrew presented a budget update.

V. Discuss town contract with Jan-Pro

Kelley sent a letter to Kim Newman notifying her of our intention to opt out of the Jan-Pro contract. Kim responded that the town is aware of issues with Jan-Pro and is looking at bidding for a new cleaner for the entire town in 2020. Kelley will formulate a response making it clear that the level of service we receive from Steve Handley meets our needs and exceeds expectations.

VI. Adjournment

MOTION: By Leigh to adjourn, seconded by Ellen

VOTED: Unanimous

Meeting was adjourned at 7:31 p.m.

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

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
April 10, 2019 6:00 PM

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

Also Present: Library Director Andrew Jenrich

Absent: Sharron Luttrell

I. Call to Order

The meeting was called to order at 6:09 p.m. by Kelley

II. Minutes

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

VOTED: Unanimous

III. Director's report

Rep. Brian Murray made a \$50,000 request to the House Ways & Means committee for a budget amendment to provide funding for the library to commission a comprehensive feasibility study of the rectory. This request includes flexible language to allow library administration to use any balance remaining from the study to be used on repairs, maintenance or upgrades to the library.

Programming and library usage remained robust in March, with more exciting offerings scheduled for April, including during the upcoming school vacation week.

IV. Budget Report

Andrew presented a budget update.

V. Jan-Pro town contract

Kelley will email Kim Newman explaining the library's choice to opt out of town cleaning services and indicating satisfaction with Steve Handley's performance. Kelley will also make an appointment with Kim to review the issue in person.

VI. Adjournment

MOTION: By Leigh to adjourn, seconded by Ellen

VOTED: Unanimous

Meeting was adjourned at 7:19 p.m.

The next meeting will be held Wednesday, May 22, at 6 p.m.

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
May 22, 2019 6:00 PM

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

Also Present: Library Director Andrew Jenrich

Absent: Ellen Agro

I. Call to Order

The meeting was called to order at 6:02 p.m. by Kelley

II. Minutes

MOTION: to accept the April minutes by Wayne, seconded by Amy

VOTED: Unanimous

III. Elections

Shana Miller was welcomed to the board of trustees and will receive an informational packet regarding the trustee's role and responsibilities.

IV. Director's report

Septic issues plagued the library in April; the plumbing was later repaired successfully. A plethora of programs for adults and children were well attended last month, including the unveiling of a Maker Space cart. More exciting events are planned for upcoming weeks and throughout the summer, including the summer reading program opener and Read Around Town events with community partners. Andrew provided a budget report and indicated that expenditures were typical for this time of year.

V. Jan-Pro town contract update

Two bids have been received for town janitorial services, one from JanPro and one from Steve Handley. Kelley has communicated the trustees' strong preference for Steve Handley's services to Kim Newman. The contract will be awarded next month.

VI. Library Director Contract

Andrew's employment contract for the period beginning 7/1/19 through 6/30/22 was discussed.

Language was updated.

MOTION: by Amy, to approve Andrew Jenrich's employment contract.

VOTED: Unanimous

VII. Adjournment

MOTION: By Amy to adjourn.

VOTED: Unanimous

Meeting was adjourned at 8:05 p.m.

The next meeting will be held Wednesday, June 19, at 6 p.m.

Minutes by Leigh Martin

**Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
June 19, 2019 6:00 PM**

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

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

I. Call to Order

The meeting was called to order at 6:00 p.m. by Kelley

II. Agenda & Minutes

MOTION: to accept the May minutes by Wayne

VOTED: Unanimous

MOTION: to amend the Agenda to include Library Board of Trustees' re-organization by Leigh

VOTED: Unanimous

III. Summer Reading Overview

Tara Windsor reported that the summer reading program offerings, beginning June 22, will be robust this year, featuring a kickoff event with a magician, reading incentive programs for children, teens, and adults, Read Around Town, Egg Drop Challenge, Cardboard Boat Race, Worm Race, and many other exciting literacy-based activities scheduled for the next few weeks. Teen volunteers have responded enthusiastically to assist with the programs throughout the summer.

IV. Director's report

The Friends held a successful book sale on June 8th. Storytimes, programs, and children and adult book clubs were all well-attended in May, which is expected to continue in the summer months. Discussion ensued regarding better ways to communicate and assist the Friends group and facilitate increased membership on the Friends' board.

Offering Saturday hours in the summer for a trial period was discussed. Andrew will poll the staff regarding their availability and interest and report back to the group.

The staff was disheartened to learn of the recent layoffs of the Miscoe Hill Middle School and Nipmuc Regional High School librarians. Both school librarians were great assets to improving student literacy and had excellent working relationships with Taft Public Library staff.

Andrew provided a budget report and indicated that expenditures were typical for this time of year.

V. Jan-Pro town contract update

Steve Hanley was hired by the town to provide janitorial services for several town buildings, including the library, in FY20.

VI. Library Director Contract

Andrew's employment contract for the period beginning 7/1/19 through 6/30/22 is in the process of being negotiated with the Board of Selectmen, with at least one more meeting being scheduled in July.

VII. Reorganization of Board

MOTION: To nominate Amy Fahey as chair of the Taft Public Library Board of Trustees by Kelley Aubut

VOTED: Unanimous

MOTION: To nominate Wayne Phipps as vice chair of the Taft Public Library Board of Trustees by Shana Miller

VOTED: Unanimous

MOTION: To nominate Ellen Agro as secretary of the Taft Public Library Board of Trustees by Leigh Martin

VOTED: Unanimous

VIII. Farmer's Market

The Economic Development Committee has expressed an interest in holding a farmers' market on the library grounds. More research is being done as to this proposal's feasibility.

VIV. Adjournment

MOTION: By Ellen to adjourn.

VOTED: Unanimous

Meeting was adjourned at 8:02 p.m.

The next meeting will be held Wednesday, September 11, 2019 at 6:00 PM.

Minutes by Leigh Martin

Meeting Minutes
Taft Library Board of Trustees
September 11, 2019

In attendance: Amy Fahey, Shana Miller, Kelley Aubut, Leigh Martin, Wayne Phipps, Ellen Agro and Andrew Jenrich.

1. The meeting was called to order at 6:01 by Amy.
2. The minutes for June were not available. Approval was passed over until the next time we meet. **Leigh to provide the group with the draft.**
3. Andrew presented his director's report.
 - a. Tara and staff handled the day to day while Andrew was out. There was an issue with the Blue Host server that went down without warning. Tara paid for it to be reinstated. She will be reimbursed. Amy suggested Andrew check into What Army as an alternative to Blue Host. **Andrew will follow up on What Army.**
 - b. Andrew plans to review staff schedules at his October 4 meeting.
 - c. Hannah Sieber has been volunteering time to host College Essay Writing. They are extremely popular. Andrew would like to start reimbursing her for her time.
 - d. Andrew reported that the Miscoe and Nipmuc librarians have found new positions.
 - e. There is still no progress with the additional signage from Signs Plus. **Andrew to find out if the signs are even done.** Aris report is done.

- f. Aris report is done
 - g. Steve Handley has been working out splendidly
- 4. Andrew's contract is still not settled, he is waiting for a draft. **Andrew to contact Kim Newman about the next steps.**
- 5. Ellen reported that the EDC has not done anything further with a Farmer's Market. We will not discuss further unless it is brought up again.
- 6. The Trustees and Director would like to strengthen relationships with the Friends of the Library.
 - a. There may be a membership change. This can be a good opportunity to meet jointly and discuss roles and common goals. Amy distributed literature about strengthening bonds with the Friends.
 - b. We would like to publicly acknowledge the contribution the current Friends group has made to the library. **Amy to draft a letter to the editor.**
 - c. **Amy to draft a memo of understanding for the group going forward.**
 - d. In an effort to work on common goals, we need to have a strategic plan for capital needs and a vision going forward. **Wayne will work with Amy on this.**
- 7. Andrew discussed the issue of persons signing up for programs that have waitlists and then not showing up or cancelling. Charging a refundable deposit could help and well as adding a confirmation button on event keeper. **Andrew to follow up.**
- 8. Andrew invited the Trustees to check out the Central MA Library Advocates meetings. Ellen asked if these meeting could be videotaped so that we could access them electronically. **Andrew to look into this.**

9. **Andrew will follow up with Brian Murray on the library feasibility grant.**

10. Motion to adjourn by Ellen, seconded by Kelley 8:41 pm

Submitted by

Ellen Agro, secretary

Meeting Minutes
Taft Library Board of Trustees
October 9, 2019

In attendance: Amy Fahey, Shana Miller, Leigh Martin, Wayne Phipps, Ellen Agro and Andrew Jenrich. Absent: Kelley Aubut

1. The meeting was called to order at 6:05 by Amy.
2. On a motion by Ellen, seconded by Wayne the minutes for June and September were accepted.
3. Andrew presented his director's report.
 - a. Pat Bullock's letter of retirement was accepted on October 7th
 - b. Andrew plans to have a retirement party for Pat and will send out invites.
 - c. **Andrew will follow up with HR (Tanya) to talk about posting for Pat's position.**
 - d. **Andrew to look up the survey results to better address piloting additional hours.**
 - e. Signs Plus delivered all the signs.
4. Discussion of CMLA meeting tabled
5. **Andrew will forward his contract once he receives it from Kim Newman.**
6. Discussion on what to do with the grant money earmarked for the library/feasibility study re: rectory. Brian Murray reported this money will have to be used by June 30, 2020.

- a. **Ellen to check with Building department on what needs to happen to demo the rectory.**
 - b. **Ellen to check with Anne Mazar about what CPA funds can be used for**
7. Until we know which direction the FOL are headed, we will table the writing of the letter to the editor. **Andrew will ask the Friends of the Library for a detailed financial report. ALL – review the memo of understanding handout and bring suggestions to the next meeting.**
8. Amy and Wayne have found a helpful link to the Haverhill library strategic plan. (haverhillpl.org). **Wayne will look for more from other libraries.** We will continue to discuss at future meetings. Once in place, the strategic plan will be reviewed yearly.
9. Next meeting is Wednesday November 13 at 6:00 pm.
10. Meeting adjourned 8:49 pm

Submitted by

Ellen Agro, secretary

Taft Library Trustees

Board Meeting

December 12, 2019 6:00pm

Attendees: Amy Fahey, Leigh Martin, Shana Miller, Ellen Agro, Kelley Aubut, Andrew Jenrich. Absent: Wayne Phipps

1. Call to Order – 6:05 pm
2. Acceptance of October Meeting Minutes – motion by Ellen, 2nd by Leigh passed unanimously
3. Director's Report/Budget:
 - a. Andrew is waiting for Kristen Taft's resignation letter
 - b. Interviews are ongoing for Pat and Kristen's replacements
 - c. It may be possible to use a lock box for individuals needing a key for the meeting space.
 - d. Andrew presented a couple scenarios for the upcoming budget with a goal of increasing library hours and the children's librarian's hours.
 - e. Grant agreement for the rectory feasibility study was signed by Amy and Andrew
4. Contract – The library director's contract looks good except for dates. Andrew will email BOS and Kim about getting it signed
5. Andrew discussed what kinds of things can be done to advocate for our library
6. Capital planning met with Amy and Andrew recently to outline our needs for the future
7. MLTA – Amy provided a synopsis of the meeting in November
8. Dog policy – Ellen will reach out to other Towns to get their policies on animals in the library.
9. Strategic Planning – Andrew has a list from MLS, need to do new survey about residents wants.
10. Next meeting Thursday January 9, 2020
11. Adjourn 8:38 pm Ellen/Kelley