

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
November 11, 2020
6:03 p.m.

Trustees present: Amy Fahey, Kelley Aubut, Wayne Phipps

Library staff 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 Amy without quorum.

II. Approval of Minutes

No motion could be made to approve the 10/14/2020 meeting minutes as there was not quorum. Minutes to be approved at the December meeting.

III. Director's Report

Staff: Andrew will continue to follow up with Kim Newman and Tanya Bureau concerning the vacant library tech. position. Andrew also received clarification regarding return to work policies after an employee tests positive for COVID19. A negative test is not required.

Facilities: Andrew will check into having someone look at a long, narrow crack in the ceiling. Andrew will purchase covers for the patio furniture and cushions that currently are under the pergola to protect during the winter months. Andrew also clarified Steve Handley's cleaning schedule.

Budget: Library spending is on target with yearly targets. Expenditure gap beginning to close with the salary line contributing to the lag. Contracted Services spend is at 52.3% for the year due to the CW/MARS membership fee. Supplies expense line is higher due to curbside & program craft supplies.

Programs: Strong participation continues across age groups with both curbside and in-person browsing.

IV. Library/Community Center Project

✦ *MBLC Construction Grant Update*

In speaking with the building consultant at MBLC, Andrew learned that the requirements for the grant process probably won't work for our purposes. Because we are already working with an architect and had a feasibility study done, we aren't eligible under the MBLC regulations.

✦ *Land Guys*

Andrew will follow up with Greg Peverill-Conti to invite them to our December meeting. Trustees will come up with an agenda and specific questions for them.

✦ *Library Foundation, Potential Members*

Discussed ideas on setting up a library foundation as a mechanism to supplement funding for the library expansion. Trustees discussed possible board members from the community and different roles that would be required. Suggested a 7-person board.

Amy will look into what documents will be required to set up a foundation to support the library expansion.

V. Strategic Plan

Waived discussion until December 9th meeting.

VI. Unanticipated Topics

No new business was discussed.

VIII. Next Meeting Date

The next meeting is set for December 9, 2020 @ 6:00 p.m.

VII. Adjournment

Meeting was adjourned at 7:40 p.m.

Taft Library Board of Trustees

Meeting Minutes

January 15, 2020

Taft Public Library

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

1. Call to order by Amy – 6:02pm
2. On a motion by Wayne, 2nd by Shana the Board unanimously approved the December 12, 2019 meeting minutes. (Wayne abstained)
3. Andrew presented the Director's report and Budget reports.
 - a. Two new library assistants started this week. Initially, they will work Tuesdays and Wednesdays and split time on Saturdays.
 - b. Andrew's employment contract was signed. **Ellen** will scan in a copy and forward to the Board.
 - c. Andrew is waiting to hear from Lawney about replacing the computers throughout the library (except for Andrew's and Tara's)
 - d. Programming participation continues to be strong.
 - e. Tara received a grant from the Cultural Council to help fund two programs in the summer.
 - f. Andrew reported that the \$25,000 earmarked for a Library Feasibility study has been released to the Town.

4. Amy found a facility assessment RFP in a database that is similar to what we need to write for our own RFP. **Amy** will get a copy of the study for distribution. **Andrew** needs to submit the initial Special Project Funding Report soon. The Board discussed what the scope of the project would be. It was agreed that we would pursue three scenarios:
 - a. Demo the rectory and landscape the site.
 - b. Demo the rectory and build a pavilion
 - c. Demo the rectory and construct a 1 story multi-purpose building on a concrete slab.

On a motion from Leigh, 2nd by Wayne the Board voted unanimously to approve the initial draft funding report.

Ellen will follow up with the building department re: demolition of town buildings.

Ellen will follow up with Anne Mazar re: use of Conservation funds for the rectory project.

If we demo the rectory, Andrew will need a storage unit. **Ellen** will research suitable units.

5. Amy and Wayne have been looking at strategic plans of other libraries. We will need to begin with Vision and Mission Statements. **ALL** will research other vision/mission statements from other libraries. We will go through them at the next meeting.
 - a. **Andrew** will ask Phylis if she would like to help with outlining the history of Mendon

- b. **Leigh** will send the Board the MURSD Strategic Plan
 - c. **Ellen** will send the Board the Mendon Master Plan
-
- 6. Next meeting is Wednesday February 12, 2020 at 6:00pm at the **Mendon Town Hall, First floor conference room.**
 - 7. On a motion from Shana, 2nd from Ellen the meeting was adjourned at 8:15pm

Taft Library Board of Trustees

Meeting Minutes

February 13, 2020

Taft Library 7:00pm

Attendees: Amy Fahey, Ellen Agro, Wayne Phipps, Leigh Martin, Andrew Jenrich

Absent: Kelley Aubut, Shana Miller

1. Call to order – 7:01 pm
2. The Board voted to accept the January minutes – On a motion from Ellen, seconded by Wayne - passed unanimously
3. Melissa Glowa/ Kelly Lucier met with the Board to present a plan to create a space at the library that would be enjoyed by children and adults. This space would be funded by the Thomas Glowa Memorial Fund. They would like to expand upon the outdoor patio, perhaps placing a pergola there with comfortable seating and a storage box for cushions. The Board unanimously gave its approval for the project to move forward and suggested they meet with the Select Board.
4. Director's report
 - i. New hires are picking up very quickly
 - ii. Still having some HVAC issues, Andrew may look for a new vendor
 - iii. Meeting room interest is increasing
 - iv. Andrew attended a “fake news” presentation geared towards libraries. Amy suggested the power point be put up on the library web site.
5. Rectory Feasibility Study
 - a. Amy presented RFQ model using West Springfield police sample as a guide
 - b. The Board voted on recommended RFQ Elements below- Ellen made the motion, Leigh seconded, passed unanimously

RFQ ELEMENTS

 - Project Description (brief summary)
 - The Library (background of library and church renovation project)
 - The Need (summarized)
 - § To provide library programming and maker space for 75 people
 - § To provide meeting space for 75 people for use by the library and by the Mendon community
 - § To determine the cost to demolish the rectory, assess options for the water tank, and provide basic landscaping

- Scope of Services
 - Itemize description and deliverable(s); provide estimates and schematic design drawings for each*
 1. Demolish and build one-story multipurpose space meeting room, programming, maker space, kitchenette, FOL book sales, FOL book storage, public events
 2. Demolish and build a pavilion and concrete slab for programming, FOL book sales, public events
 3. Demolish, deal with water tank and landscape
 - c. A sub-committee to finalize the RFQ was created. Ellen, Amy, and Andrew will be the sub-committee members. Wayne will attend as well.
- 6. Unanticipated items – Ellen gave Andrew some edits to the Library Patron Conduct policy. Andrew will incorporate them and the Board will vote on them at the March meeting.
- 7. Next Meeting Date Wednesday March 11, 2020 at 6:00pm
- 8. Meeting adjourned at 8:46pm

Taft Library Board of Trustees

Meeting Minutes

March 11, 2020

Taft Library 6:00pm

Attendees: Amy Fahey, Ellen Agro, Wayne Phipps, Kelley Aubut, Andrew Jenrich

Absent: Shana Miller, Leigh Martin

1. Call to order – 6:03 pm
2. The Board voted to accept the February minutes – On a motion from Wayne, seconded by Ellen - passed unanimously, Kelley abstained
3. Director's report
 - i. Andrew will be looking for a new HVAC maintenance company
 - ii. Someone backed into one of the low light posts
 - iii. The porch railing is separating. Andrew will have Steve look at it.
 - iv. The book clubs seem to doing very well
 - v. We are taking a wait and see approach to canceling programs in light of the COVID-19 health crisis. Andrew would like to have a policy to cover situations like this. Andrew presented a draft.
Amy made a motion to approve the library's policy on emergency closing as edited, Kelley seconded. Passed unanimously.
 - vi. Andrew is running out of storage space
 - vii. The library will be purchasing two bulletin boards for posting non-library items. One will be for non-profits and the other will be for for-profits.
4. Status of RFQ for Feasibility Study-
 - i. RFQ will be issued on March 12, 2020
 - ii. Ellen will let Laura know to expect the RFQ with a deadline of 2pm on April 1st, 2020
 - iii. Ellen will send electronic copies of each submission to all board members. Each will evaluate the submissions and a selection will be made at the April 8th meeting
5. Finalize Animal Policy- tabled until April meeting
6. Strategic Planning- Ellen reported there is no Master Plan for Mendon
7. Next Meeting Date Wednesday April 8, 2020 at 6:00pm
8. Meeting adjourned at 7:55pm

Taft Library Board of Trustees

Emergency Meeting Minutes

March 23, 2020

Via Teleconference 4:30 pm

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18,

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

Absent: Shana Miller

1. Call to order – 4:30 pm
2. Andrew provided the Trustees with a draft letter, addressed to the Select Board, regarding a request to continue to pay the part-time library staff during the State mandated closure. After one modification, motioned by Amy, seconded by Kelley, the Trustees voted unanimously to send the letter to the Select Board admin prior to the Select Board meeting scheduled for March 24, 2020. Amy will make the modifications and forward the letter to Laura.

Roll call vote:

Ellen Agro – aye

Kelley Aubut – aye

Amy Fahey- aye

Wayne Phipps– aye

Leigh Martin- aye

3. Meeting adjourned at 4:42pm

Taft Library Board of Trustees
Meeting Minutes
April 8, 2020
Held via teleconference

1. Call to Order – 6:09 pm
Amy read opening statement regarding Governor's Order allowing remote access public meeting due to COVID-19. Roll was called
Wayne Phipps, Amy Fahey, Ellen Agro, Kelley Aubut, Shana Miller Leigh Martin all present
Andrew Jenrich – also present
2. Approval of 3.11.20 Meeting Minutes – Motion by Wayne, Ellen second passed unanimously
3. Approval of 3.23.20 Emergency Meeting Minutes – Motion by Wayne, second by Ellen passed unanimously
4. Director's Report – Andrew is keeping in contact with his staff through email and advised them they can all apply for unemployment.
Andrew is concerned that the building is not being check on during the closure so he will email Chief Kurzcy to see if the police will do well checks.
Andrew and Tara are looking into online programs and have done a Zoom book club.
5. Letter to Select Board to Continue to Pay Library Staff During Corona Virus Shutdown-tabled
6. Evaluation and Selection of Architect for Feasibility Study - The Board shared their evaluations of Abacus and BKA submissions. After scoring each, the Board voted to award Abacus the contract. Motion by Ellen, Wayne second passed unanimously. Amy will contact Town Counsel to have the Contract drawn up. All will forward their score sheets to Ellen.
7. Strategic Planning table
8. Topics unanticipated within 48 hours of posted meeting Amy proposed the idea of paying the part-time library staff using state aid. The Board decided not to pursue this option.
9. Set next meeting and adjourn May 13 ,2020 6:00pm
Ellen motion, Wayne second adjourned 7:57pm

Taft Library Board of Trustees
Monday, April 20, 2020 at 6:00 PM Via Zoom
Join Zoom Meeting
<https://us02web.zoom.us/j/84113102780>
Meeting ID: 841 1310 2780
Dial in: +1 929 205 6099 US (New York)
Meeting ID: 841 1310 2780

Roll Call: Amy Fahey, Ellen Agro, Shana Miller, Leigh Martin, Wayne Phipps, Kelley Aubut
Also in Attendance: Andrew Jenrich, Library Director

1. Call to Order -6:01pm

Amy read the introduction to conducting a remote meeting. Roll call was taken.

2. The board reviewed items posed by Abacus Architects in anticipation of the kickoff meeting on Wednesday April 22, 2020

- **Who will be representing the Town at meetings as the work proceeds? And procedurally/technically how should we conduct them?** [Amy and Andrew](#)
- **Who should we email as part of ongoing back and forth?** [Amy and Andrew](#)
- **Who else might we want to talk to to get input on town needs?** [Town Administrator, Tara, All Boards and Committees, Scout Troops](#)
- **What kinds of spaces does the town need? Small, medium and large meeting spaces? Specialized craft rooms? Community kitchen? How do we zero in on this?** [Keep it to a multipurpose room with flexibility, maybe a second room for meetings. A kitchen would be ideal.](#)
- **Should there be public outreach – surveys, meetings (zoom or otherwise) so that we understand how new space would be used, and what elements are required?** [No, not at this time. Public outreach should occur when and if the town chooses to act on the rectory.](#)
- **To what extent would a new building be an extension of the library that needs to be integrated in spatially at the lower or main level, and to what extent is it its own building?** [Connection would be nice but able to shut off from each other.](#)
- **The RFP mentioned 3 options – a new building, a pavilion, and landscaped space. Who are the constituencies for these 3 options and how did they emerge as parallel lines of investigation?** [All three options would serve as a space for library and community use.](#)
- **Anything else we should know to inform our next steps?** [No](#)

3. Adjourn motion by Ellen, second by Wayne 7:24pm

TAFT LIBRARY/OLD RECTORY FEASIBILITY STUDY MENDON, MA

Meeting Minutes #1

2 Pages Total

Meeting Date:	Wednesday, April 22, 2020 @ 6:00 PM
Subject:	Kickoff Meeting/Trustees Meeting
Location:	Zoom Remote Meeting
Attending:	
Board of Trustees Chair	Amy Fahey
Board of Trustees, Vice Chair	Wayne Phipps
Board of Trustees Secretary	Ellen Agro
School Committee Rep	Leigh Martin
Board of Trustees	Kelly Aubut
	Shana Miller
Library Director	Andrew Jenrich
Children's Librarian	Tara Windsor
Abacus Architects:	David Eisen, Principal
	David Pollak, Principal

1. Introduction

1.1 All attending by Zoom introduced

1.2 Amy read a statement concerning Open Meetings laws and regulations defining procedures during the pandemic period.

1.3 Amy noted that the Abacus Contract had been approved.

1.4 Andrew and Amy to be the primary email and telephone contacts with Abacus.

1.5 No public meetings anticipated given the short duration of the project and the challenges created by the pandemic. SurveyMonkey or other on-line survey will be considered. Amy will reach out to others for input.

1.5 Assume rectory/garage to be demolished – cost effective reutilization not possible.

2. Expanded Library Programming

2.1 Primary program elements for a community center library addition discussed:

A. Flexible Multi-purpose room for 100 to 120 people that can be subdivided

B. Community kitchen for events and classes – like a large residential kitchen – that is adjacent to, opens up to, but can be separated from the Multi-purpose room.

C. Storage, including chairs and tables, Friends of the Library, Maker Space off of Multi-purpose room. Andrew will pass on more detailed requirements.

D. Private Meeting Room

E. Bathrooms, circulation, service

2.2 Existing meeting spaces in Mendon to take into consideration:

A. 25 person Meeting Room in new Police Station

B. Large Meeting Room in Town Hall

C. Small Meeting Room in the Old Library Building

E. Senior Center Meeting Room

F. Charles River Bank makes their meeting room available to the public

G. Trustees Room and lower level area in Taft Library

3. Site and Existing Conditions Issues

3.1 A new community center addition should be accessible from library and have its own entry as well so it can operate independently.

3.2 The existing Library well water supply is non-conforming and reuse of the Rectory property will require reevaluation of DEP approvals. Amy will contact Water Commissioner; Abacus can follow up to clarify issues.

3.3 Required parking for an expanded library will need to be considered. Abacus will look at current zoning. On-street parking can also be considered.

4. Program Alternatives

4.1 An open pavilion for performances, outdoor reading programs etc. should also be considered. It should be contained enough for security.

4.2 Landscaping without any building structure should be considered as well. A farmers market and other outdoor Mendon programs could utilize it.

5. Schedule

5.1 Abacus to begin planning and design effort as soon as possible with a follow-up meeting in the next several weeks.

5.2 Work to be complete by June 19. If this is not possible changes to contract implementation to be discussed.

Taft Library Board of Trustees
Meeting Minutes
May 15, 2020
Held via Zoom videoconferencing

1. Call to Order – 6:29 pm
Amy read opening statement regarding Governor’s Order allowing remote access public meeting due to COVID-19.
Amy Fahey, Kelley Aubut, Shana Miller, Leigh Martin, Wayne Phipps present
Andrew Jenrich, Tara Windsor– also present
Architects David Eisen and David Pollak joined at 7:08 PM
2. Approval of 4.8.20 Meeting Minutes – Motion by Kelley, second by Wayne passed unanimously
3. Approval of 4.20.20 Meeting Minutes – Motion by Leigh, second by Kelley passed unanimously
4. Approval of 4.22.20 Meeting Minutes-- Motion by Wayne, second by Kelley passed unanimously
5. Director’s Report – The steps and procedures for a phased re-opening at the library have been communicated to staff. Re-opening is contingent upon directives from the governor and local Board of Health. Protocols for quarantining of materials, check-out procedures, use of services, and staff responsibilities and personal protection have been established. Amy noted a need for maintaining patron confidentiality, especially when printing and faxing documents for patrons. Maintenance of user confidentiality will be communicated in policy and publicity about the re-opening.
Virtual programming has been gaining in popularity as the library has offered book clubs, story times, ice cream raffles and other programs via various media.
Andrew highlighted four areas of concern in the budget: salaries; lights; supplies; and building maintenance; spending is down in these categories as contrasted with last year. Communication from the Town has been limited.
6. Update on Feasibility Study – David Eisen provided a comprehensive guided tour of three options for the Rectory space. Options A and B involve renovations to the existing structure and creation of an outdoor amphitheater, while Option C would entail demolishing the Rectory and erecting a pavilion. Differing entry points, storage space, and room configurations were discussed. Ongoing consideration of many factors should be undertaken by the trustees and staff, including storage and shelf space, size of conference room, use of and flow in facility, in addition to the needs of the library, community and other constituencies. Topics will be revisited at next meeting.

7. MBLC's Earmark Rollover Request postponed definitely to next meeting
8. MBLC's Special Report Strategic Planning postponed definitely to next meeting
9. Topics unanticipated within 48 hours of posted meeting none
10. Set next meeting and adjourn May 19, 2020 6:00pm
Wayne motion, Kelley second adjourned 8:31pm

TAFT LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

May 19, 2020

Call to order 6:03 pm

Chair Amy Fahey read script for remote public meetings. Roll call attendance was taken. Present: Amy Fahey, Wayne Phipps, Kelley Aubut, Leigh Martin, Shana, Ellen Agro

Staff: Andrew Jenrich, Tara Windsor

There was discussion about Andrew's plan to phase in library opening. He will talk with the BOH. He is keeping staff apprised of the situation.

Reviewed plans and comments for Abacus concept plans in anticipation of conversations with Abacus.

Board discussed the sale of the shell building on Morrison Dr. as a potential funding source for any construction.

David Eisen of Abacus joined the meeting at 6:46 pm. The Board discussed multiple concerns with option 2. David will send some updated drawings within a week.

Approve April meeting minutes motion made by from Kelley, seconded by Shana passed unanimously

Approve earmark rollover request motion by Ellen, Wayne second passed unanimously

MBLC special project funding report. This is the second of three reports. Andrew will send it on to Andrea at MBLC. Andrew to ask Laura to send the signed copy of the contract.

Next meeting Weds June 10th 6 pm

Motion to adjourn made by Kelley, Amy seconded 7:46ppm

Taft Library Trustees
Meeting Minutes
June 10, 2020

In attendance Ellen Agro, Amy Fahey, Wayne Phipps, Kelley Aubut, Shana Miller, Andrew Jenrich, director, Tara Windsor, Children's Librarian

Absent: Leigh Martin

1. Call to Order - 6:04pm
2. Chair Amy Fahey read opening statement on remotely conducted public meeting. Role was called.
3. Approval of 5.19.20 and 5.13.20 meeting minutes – minutes were not available. We will vote on them next meeting.
4. Director's Report – Andrew and some staff are back in the building and are adjusting to the new schedules. Steve Handley is cleaning additional shifts and doing COVID cleaning.

Andrew will develop the next steps plan, send it out to the Trustees, then send to the Town Administrator.

Andrew updated the Board on budget key points.
Remote programming continues to be well received.

Tara presented the plan for the Summer Reading program. The entire program will be virtual this year. There is a new tracking program that we have a two year subscription for.

5. Update on Reopening Plans – curbside started today and it went well. There was some discussion of delivery to shut ins.
6. Update on Feasibility Study – David Eisner, Austin Ludwig joined the meeting at 7:00pm and provided an update on the design.

A motion was made by Wayne, seconded by Kelley to extend the deadline for the project to July 31, 2020. Passed unanimously. Amy will update the contract.

7. Next meeting July 15, 2020 6:00pm A motion to adjourn by Wayne seconded by Shana. Passed unanimously.

Taft Library Meeting Minutes

July 15, 2020 6:00pm

Attendees: Amy Fahey, Ellen Agro, Wayne Phipps, Leigh Martin, Shana Miller, Kelley Aubut

Staff: Andrew Jenrich, Tara Windsor

Meeting called to order at 6:04 pm.

Remote meeting script was read by Amy. Visual roll call was taken.

Accept minutes of June 10, 2020 Wayne motion, Ellen second unanimous

Accept minutes May 19 Ellen motion, Leigh second unanimous

Accept minutes May 13 Ellen motion, Wayne second unanimous

Andrew reviewed the Director's report. Martha Grady has announced her retirement. She is available to fill in as needed.

Andrew will develop a policy to handle patrons who do not wear a face covering for medical reasons.

The Tom Glowa memorial gazebo is up and the staff is very pleased with the appearance. It is already getting usage.

Interlibrary loans will resume the week of July 20th.

Andrew presented the year end budget.

Summer programming is open and some activities, such as paint nights and craft bags, have many participants. Other programs have somewhat uneven attendance, which may increase as the summer progresses.

Curbside pickup service is going well, with participation increasing each week.

A donation for the purchase of multicultural materials has been made to the library from the Mendon-Upton Social Justice group. Andrew will investigate the proper method for processing the donation and report back to the trustees.

The ARIS report due date has been pushed out to October 2020.

David Eisen and Austin Ludwig joined at 6:59 PM to provide a status report. The three options were sent to the cost estimators this week, and time will be available to refine those options. Dan Byer will be involved in conceptual resolution of the water supply issues.

David shared and explained screen views of a zoning chart, each option's demolition plans, site plans, elevations, and views. Andrew and Amy will receive and disseminate to the trustees pdfs of all drawings shown.

Next Meeting was set for September 9, 2020 at 6:00 PM.

Meeting adjourned at 7:42 PM. (On a motion of Wayne Phipps, seconded by Kelley Aubut; unanimous by roll call).

Taft Trustees

Meeting Minutes

September 9, 2020 6:00pm

Call to order 6:04 pm

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

The Board approved minutes from July 15, 2020. A motion was made by Wayne, Kelley second passed unanimously by hand count.

Andrew presented the Director's report. Today was the first "appointment only" day for the library. Andrew is having browsers sign a contact tracing list. It worked out well. Curbside will continue as long as they can manage it.

Martha Grady has retired and the staff will have a small event for her. Andrew will be looking to replace her and will contact Tanya in HR.

Andrew reported that the plexiglass has been installed and had to have the installers replace some scratched ones.

Programming was a little slower in August. Numbers in general were down but it is not unexpected given the current circumstances.

The Special Project Funding was completed by Andrew. He will send it off to Andrea Bunker.

The feasibility study was delivered by Abacus. There was some discussion on next steps, i.e. applying for grants.

The Board will bring the final study to the Select Board and put it on the library web page. Andrew will forward the study to Brian Murray to close the loop since he secured the funding for the study.

Next meeting October 14, 2020 at 6:00pm

Motion to adjourn by Ellen, seconded by Wayne. 7:40pm

Taft Library Board of Trustees
Wednesday October 14, 2020 at 6:00 pm Via Zoom
Join Zoom Meeting
<https://us02web.zoom.us/j/83186159269>
Meeting ID: 831 8615 9269
Dial by your location
+1 929 205 6099 US (New York)

Attendees Amy Fahey, Wayne Phipps, Shana Miller, Leigh Martin, Kelley Aubut
Also in attendance Andrew Jenrich and Tara Windsor

Call to Order – 6:06

Amy read opening statement regarding conducting a remote meeting.

Director's Report

Staff – Martha enjoyed her retirement lunch and Grandparents Survival Kit.

Andrew has contacted Town Administrator Kim Newman and Tanya Bureau in HR informing them about positions needing filling. Questions about Interview in person or virtual. Waiting to hear back.

Kristi Heumann is out of town and Andrew is reaching out to the BOH regarding her return to work.

Facilities- Appointment only browsing is going well. Concerns as winter approaches about ventilation. Curbside in still going well and no concerns going into the winter besides a blizzard. Comcast upgraded Modem per C/W Mars. Internet seems faster but then phones were down for several days. They are up and running again.

Budget- Currently at 22.9%, should be at 25% for this point in the year.

Programs- Book club for adults staying about the same, others down some. People may be getting Zoomed out. Paint nights doing well.

New programs coming- Culture Club & Cooking Classes. Take and Make crafts for adults going fast.

Projects- Staff office reorganized by Tara and Kristi More logical setup and more room to process materials. Progress on backlog of materials and cataloging.

6:49 PM Report done.

6:50 PM Moved to Approve 9/9/2020 Meeting Minutes Motion by Wayne Phipps, Second by Amy Fahey. Passed unanimously by hand count.

Feasibility study on Taft website, there has been no feedback yet.

Discussion on moving forward with presentation of feasibility study to Town.

Discussion on avenues of funding for project. Grants, talking to others who have had similar projects.

Discussion on building a committee for support.

Andrew will contact MBLC about meeting with us to discuss funding etc.

Strategic planning moving forward, funding ideas, and Mission statement.

7:59 PM-Set next meeting November 11, 2020 at 6:00 PM.

8:04 PM- Motion to adjourn by Kelley Aubut, Second by Wayne Phipps.

Taft Library Board of Trustees

Meeting Minutes

December 16, 2020

Taft Public Library

Attendees: Amy Fahey, Shana Miller, Leigh Martin, Ellen Agro, Library Director Andrew Jenrich, Kelley Aubut, Children's Librarian Tara Winslow. Absent Wayne Phipps

- Call to order by Amy – 6:03 pm
- Amy read the remote meeting participation statement.
- On a motion by Kelley, 2nd by Ellen the Board unanimously approved the October 14, 2020 and the November 11, 2020 meeting minutes.
- Andrew presented the Director's report and Budget reports.
- There is currently no in-person browsing due to the uptick in Covid-19 cases locally
- Online programs are continuing and are well-attended. Tara noted that the Santa-related programs were especially popular.
- Anne Mazar has requested to run a Solarize Mass virtual program.
- The patio furniture has been covered by tarps.
- The Land Guys (Greg Peverill-Conti and Adam Zand) joined the meeting at 7:00pm to discuss how they can help the library take the next steps to pursue the community center/rectory project.

- Ellen questioned the timing of a project like this given the economic times we are in due to Covid-19. Kelley expressed concerns as well.
- Ellen suggested that we should be revisiting the Strategic Plan that we began work on in 2019. It was agreed that we will continue to define our goals through the Strategic Plan and do a needs assessment.
- Next meeting is Wednesday January 13, 2021 at 6:00pm On a motion from Kelley, 2nd from Ellen the meeting was adjourned at 8:37pm