

Taft Library Board of Trustees

Meeting Minutes

January 13, 2021

Taft Public Library

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

- Call to order by Amy – 6:04 pm
- Amy read the remote meeting participation statement.
- Andrew presented the Director's report and Budget reports.
 - Paula Pearlman has resigned her position of 21 years. We will miss her and thank her for her many years of service. Andrew will present her with a leaf for the donor tree and a gift.
 - John Erickson will be by to look at the crack in the Children's area.
 - Programming continues to be very popular with some programs having wait lists
 - The staff continues to weed books. Andrew is looking for a new location to donate these books.
 - Solarize MendonUpton will do a presentation on February 23rd at 7 pm.
 - State Aid will be dispensed as a lump sum this year. The amount will be 20% more than previous years.
- On a motion by Ellen, 2nd by Shana the Board unanimously approved the December 16, 2020 meeting minutes.

- The Board continued discussion on developing a Strategic Plan.
 - Amy suggested we commission a committee headed by Andrew to assess the long-range goals of the library. A list of 9 or 10 residents was compiled.
 - Andrew, Amy, and Ellen will be reaching out to these people to measure their interest in the committee.
 - Ellen will draft a letter to be sent to the prospective participants.
 - Amy asked all members to review Andrew's first-pass and other libraries mission statements and recommend edits or their own. Andrew sent copies of other libraries statements to all Trustees in October.
- Next meeting on January 28th at 6:30pm
- On a motion from Ellen, 2nd from Wayne the meeting was adjourned at 7:42pm

Taft Library Board of Trustees

Meeting Minutes

February 10, 2021

Taft Public Library

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

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

- Call to order by Amy – 6:01 pm
- Andrew presented the Director's report and Budget reports.
 - Interviews are ongoing for two library staff positions. Andrew is encouraged by the quality of the applicants
 - Virtual programming continues to be very popular with some programs having wait lists. Tara reports other towns are not having success with the virtual programming
 - Andrew will begin performance appraisals in March
 - Andrew is seeking a solution to keep the trash barrels contained. They are often toppled over whenever a wind is present.
 - There is an ice dam/leak on the foyer roof which is causing dripping at the book drop. Andrew has asked D. Byer to look at it.
 - There is an issue with a neighbor parking cars overnight on the library property. Andrew will talk to the neighbor to discuss our concerns.

- State Aid will be dispensed in two payments, not as a lump sum as previously thought.
- On a motion by Wayne, 2nd by Ellen the Board approved the January 13, 2021 meeting minutes. L. Martin and K. Aubut abstained.
- The Board continued discussion on the Mission Statement..

- Andrew presented the most recent draft. All agreed that it was great as is. On a motion by Wayne, 2nd by Shana, the Board unanimously adopted the mission statement below:

The Taft Public Library provides patrons of all ages and backgrounds a comfortable and welcoming community space to meet, learn, share, and create. The library encourages literacy and lifelong learning and is committed to addressing its patrons' educational, personal, and professional needs through the materials, resources, and programs it provides.

- Ellen will be the Trustee representative on the Strategic Planning Committee. Wayne expressed an interest in being involved as well.
- Ellen will reach out to Jay to outline the Facilitator responsibilities and determine if he is still on board.
- Everyone will give Ellen contact information for the Committee members. We are hoping for an early March first meeting. Ellen and Andrew will coordinate the dates/times.
- Next meeting on March 10, 2021 at 6:00pm
- On a motion from Ellen, 2nd from Kelley the meeting was adjourned at 7:41pm

Taft Public Library Board of Trustees

Minutes

March 10, 2021

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

Staff present: Andrew Jenrich, Tara Windsor

Friends of Taft Library members: Leesa Michael, Gabriella Porciello

The meeting was called to order at 6:02 pm.

1. On a motion by Ellen, seconded by Wayne the minutes for 2/10/21 were approved unanimously
2. Andrew presented his Director's report and Budget report. There are 2 new hires, Jen O'Brien and Christin Barnett, who will start within a couple weeks.

Programming continues to see good attendance. Chef Scott and Trivia night were particularly popular.

The seed program has begun, and the Friends have bagged over 50 packages so far.

Andrew would like to open for appointment only browsing beginning March 29th. He will forward his plan to the Board and the Town Administrator.

3. Strategic Planning: Amy contacted Jim Broe and he has agreed to be the facilitator for the committee. Jim has experience with Strategic Planning

4. Town Crier Article: Amy has drafted a letter to the editor which celebrates the library usage and programming. Amy will send the draft around for review prior to the March 23 deadline.

5. The meeting was joined by two members of the Friends of the Taft Library. They discussed revamping the Friends Facebook page and refocusing their efforts in support of the library and its needs. A representative of the group will attend our meetings going forward. A memorandum of Understanding between the two Boards was discussed. The friends will be looking at a procedure for approving funding.

6. Next meeting date April 14, 2021 at 6:00pm. On a motion by Ellen, seconded by Wayne the meeting was adjourned at 7:57 pm.

Taft Library Board of Trustees

Meeting Minutes

April 14, 2021

Taft Public Library

Members: Amy Fahey, Ellen Agro, Wayne Phipps, Leigh Martin, Kelley Aubut

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

Friends' rep: Leesa Michael

- Call to order by Amy – 6:02 pm
- On a motion by Ellen, 2nd by Wayne the Board approved the March 10, 2021 meeting minutes.
- Andrew presented the Director's Report and Budget Report
 - Andrew welcomed the two new staff members and stated they are acclimating well.
 - Andrew anticipates that the Library will be re-opened to the public the week of May 10, 2021.
 - Anne Mazar approached Andrew about testing out a method to eradicate the Japanese Knotweed in the back. Anne also noted the Hemlock was infested with a pest and needs attention.
 - Programming continues to see excellent attendance
 - Some MBLC requirements for State-Aid have been loosened for this year.

- At the Library Legislative meeting, Brian Murray praised the collaboration of Taft Library with Beginning Bridges and evaluations from Beginning Bridges was very flattering.
- Strategic Planning update
 - Andrew believes the upstairs area could work for holding these meetings in person.
 - Amy suggested a survey be sent out to get preferences for meeting dates/times
- There will be 3 open Trustee positions in May. Alison Chu will be running for Kelley Aubut's seat. Leigh and Amy's seats will be vacant. The Trustees will need to recommend appointees to the Select Board.
- The Taft Library Friends gave an update of recent activities and announced their officers in their newly organized group. Gaye Porciello – President, Catriona Scott – Vice-president, Leesa Michael- Secretary. The group will be looking to increase membership. Leigh mentioned her willingness to join the group. The group has a new Facebook page and encourages us to like it.
- Next meeting May 12, 2021 at 6:00pm
- On a motion from Ellen, 2nd from Kelley the meeting was adjourned at 7:09pm

Taft Public Library Board of Trustees

Minutes

May 12, 2021

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

Staff present: Andrew Jenrich, Tara Windsor

Friends of Taft Library member: Catroina Scott

The meeting was called to order at 6:02 pm.

1. Voted to accept the Memorandum of Understanding put forth by the Friends of the Taft Library. Unanimous.

2. The minutes for 4/14/21 were approved unanimously

3. Andrew presented his Director's report and Budget report.

Tara is taking classes and when complete she will qualify to be a director of a library.

The Japanese Knotweed eradication test area seems to be effective.

Programming continues to see good attendance. Cartooning was very well-received.

The library will open for no appointment browsing beginning May 17th. Some time limits and mask requirements will still be maintained.

Andrew has begun collecting items for the Library of Things

Ellen suggested that deliveries to homebound patrons could be instituted and we could use the Town electric vehicle to make the deliveries. The vehicle is largely unused.

4. Strategic Planning: Ellen and Andrew proposed that the Strategic Plan be revisited in the fall when schedules and conflicts will be lighter. Andrew heard back from half of the participants who were fine with the fall start.

5. Andrew discussed the possibility of making the fine amnesty a permanent practice. The idea has been gaining steam with other libraries. The Board unanimously voted to approve a "fine free" circulation policy if Andrew decides he wants to pursue that.

6. Vacancies: Alison Chu is running unopposed to take Kelley's seat. Amy's open seat will need to be appointed by the Select Board but we will give recommendations. The vacancy must be posted for 45 days. Leigh's replacement will come from one of the Mendon members of the School Committee. Ellen will email Joe Maruszczak for his appointee.

7. The Board conducted its reorganization. Ellen Agro – Chair, Wayne Phipps – Vice-chair,
Shana Miller – Secretary.

8. Next meeting Tuesday June 15th, 6:00pm. Meeting adjourned at 7:24 pm.

. Next meeting date April 14, 2021 at 6:00pm. On a motion by Ellen, seconded by Wayne the meeting was adjourned at 7:57 pm.

Taft Public Library Board of Trustees Minutes 6/15/2021

Members Present : Ellen Agro, Wayne Phipps, Shana Miller, Alison Chu, Sean Nicholson

Staff Present: Andrew Jenrich, Tara Windsor

Friends of Taft Library member: Gaye Porciello

Meeting called to Order @ 6:00 pm

1. Minutes from 5/12/2021 Wayne motioned to approve, Shana Miller second motion, minutes approved unanimously.
2. Welcomed Alison Chu as new Trustee.
3. Discussion of vacancy of Amy Fahey. Awaiting a new appointment by select board/interest and letter sent to board for approval.
4. Welcome Sean Nicholson as new Trustee from School Committee.
5. Friends of Taft Update: Three new members so now it has doubled in size. Two new members helped out most of the day with the book sale. The book sale was the best yet. It raised \$1135. This year they requested donations versus price per book. People were very generous. The Friends will be joint funding paint nights now that Christin Barnett is an employee. A future plan for possibly Fall is partnering with other Friends groups to have a scavenger hunt across the towns. The fund raising will come from an entry fee. The scavenger hunt will be a point system to make it less of a race atmosphere and so all ages can be included.
6. Tara Windsor Summer reading update: Tails and Tales which will be all about animals. Registration opened today and 15 have already registered. Partnering with Baypath for story times with a couple of adoptable dogs. JJs Ice Cream Facebook weekly Raffle will continue this year, as there were many requests. Partnering with Dan Byer of the Parks department for two summer beach concerts. Partnering with West Hill Dam for two nature based Rocks & Roll programs. Paint nights, Mosaic, Classes, Story times, Cozy Tea cart, Cooking with Chef Rob, and more will continue through summer reading.
7. Andrew Presented Budget. There are some open shifts for July and August due to vacations but should be covered and schedule worked out next week. Furniture will possibly be back out in July. No more quarantine for materials. Landscaping project by a girl scout for her project is in the works for areas that need some TLC. Programs all continue to be well attended. July 25th is summer reading kickoff via Zoom with Upton Library. Monday June 28th is Friends Meeting via zoom @ 7:30 pm. The worm race and Oreo stacking will be back this summer. Dan Byer is looking into a National Grid initiative for an electric car charging station for the senior center and the library that is a grant and 100% covered. Fine free will rollout in September. Regional News includes a Hotspot program with libraries. CMLA is doing trivia event in Sutton in October date TBD.
8. Discussion of town Electric car use for shut-ins to do book deliveries possibly 1 to 2 times per month. Get the word out via online forms, senior newsletter, other newsletters, flyers, etc.
9. Next Meeting set for Wednesday July 21st @ 6pm.

6:45 pm Motion to adjourn by Shana Miller, second by Wayne Phipps. Meeting adjourned.

Taft Public Library Board of Trustees

Minutes

August 11, 2021

Members present: Ellen Agro, Wayne Phipps, Alison Chu, Sean Nicholson

Members absent: Sharron Luttrell, Shana Miller

Staff present: Andrew Jenrich

Friends of Taft Library: no member attended

The meeting was called to order at 6:01 pm.

1. Welcome to Sharron Luttrell who has joined the Board through May of 2022
2. Friends update – no member was present and no update given
3. Andrew presented his Director's report and Budget report.
 - Programming continues to see good attendance
 - Summer reading program ends this week
 - Library received 5 Hotspots that should be live as of Monday the 19th via a federal program
 - Several spots on roof have small leaks. Andrew is working to find a roofer. Ellen asked if insurance would cover the cost.
 - Regular book return procedures have begun (no quarantine period).
 - Non-vaccinated patrons and those under the age of 12 are asked to wear a mask.
 - Andrew is working with National Grid to see about installing an electric car charging station
 - There is a dead tree near the pergola. Andrew will contact Alan Tetreault about having it removed as it is a safety issue.
 - There is a Mendon boy looking to start little libraries around town for an Eagle Scout project. Trustees fully support the project but feel that a little library in front of the Taft library would potentially confuse people returning books to Taft. Potential locations were discussed including the old library, the senior center, and the Unitarian Church
 - Kathy Schofield would like to use the library as a location for video interviews of Mendon seniors for an oral history of Mendon. Andrew suggested Monday afternoons and weekends after the library is closed would work for him. The Trustees unanimously agreed to allow this.

The next meeting is scheduled for Tuesday September 14th at 6:00 pm.

Meeting was adjourned at 6:47 pm

Taft Public Library Board of Trustees Minutes 9/14/2021

Members Present : Ellen Agro, Wayne Phipps, Alison Chu, and Shana Miller

Staff Present: Andrew Jenrich and Tara Windsor

Friends of Taft Library member: Gaye Porciello and Lisa Bibring

Meeting called to Order @ 6:00 pm

1. Minutes from 8/11/2021 Wayne motioned to approve, Shana Miller second motion, minutes approved unanimously.
2. Friends of Taft Update: There are now seven members of the friends, doubled in size. The Friends are having a flower bulb fundraiser which has raised \$450 so far. The fundraiser ends 10/15/2021. They are also hosting a Mead Tasting 10/1/2021 at Crave Mead in Blackstone. The Friends will coordinate volunteers quarterly with a beautification project to help weed, plant, and maintain the grounds and landscaping at the library. New friends members will receive Magnets with Taft Library information. There are funds available from Vista Print for banners or signs for the library. Friends meetings will be in person with a zoom option available. The next meeting is September 27th at the library.
3. 6:15pm : Andrew presented Director's Report/ Budget. Staff COLA update, retro pay should be built into the budget. Rate change happened on last check. Monika Schmid has been doing a lot of landscaping and weeding. Monika has also organized the storage rooms like a pro. Facilities- Roofing contractors are not calling back, possibly due to the small size of the job. Reached out to Rick Tusoni but he is not licensed and bonded to do the roof. AC was leaking and Victory responded and took care of the issue quickly. In a holding pattern for tree removal in the back and the electric charging station. Tara, Monika, and Kris all worked resetting the Children's Area and the Periodicals. Genealogy room has also returned to normal. Town committees and library related programs can meet upstairs periodical room. The Genealogy room can be reserved for town-affiliated groups only at this time. Tara Windsor-Programs-Attendance was still good for all August programs. Rolie Polie at the town beach was a hit like it has been in the past. All Take and Make crafts were distributed. (181 in total) September events calendar includes Adult Book Club, Coffee & Conversations, Nonfiction book club, Itty Bitty Storytime, Story & Craft time, Music & Movement, Alphabet Storytime, Chef Rob, and College Essay Writing. In October Tara is bringing back kids' graphic novel clubs. Halloween is back. There will be a Local Author for Storytime. Looking into a possible Russian Story Time-Upton lady offered for free. Conversational German on Mondays with Monika. Projects- Children's nonfiction completely weeded. There are now 10-12 boxes for the next book sale. Hotspots are in but still need to be reconfigured. Town News- Monitoring use of masks in the library. Historical Commission still plans on using the library on Saturdays for interviews with seniors. Spoke with Bellingham library about the little library they have and besides a periodic cleaning of it no issues with library books being left in the little library. The Town is trying to go to a hybrid model for meetings. The Upstairs meeting room in Town Hall is all set up with cameras, speakers, and a screen. This was done through Sunset Sound at a minimal cost. Library will look into it for the downstairs space. Would help to expand programming due to the current limits.

4. Strategic Planning Committee may need a new representative as Ellen is now on the Master Planning Committee.
5. Next Meeting set for Wednesday October 13, 2021 at 6pm.
6:57pm Motion to adjourn by Wayne Phipps, second Shana Miller. Meeting adjourned.

Taft Public Library Board of Trustees Minutes 10/13/2021

Members Present : Wayne Phipps, Alison Chu, Shana Miller, Sharon Luttrell

Staff Present: Andrew Jenrich and Tara Windsor

Friends of Taft Library member: Gaye Porciello

Meeting called to Order @ 6:04 pm

1. Wayne entered a motion to accept minutes from 9-14-21. Shana second. Unanimously passed.
2. 6:05 pm Andrew presented Director's Report/Budget. First staff meeting October 5th. Christin Barnett gave notice and will stay on until a replacement was found. Will reach out to HR to get the process moving. Facilities – Superior Roofing checked the leaks and will be giving a quote for repairs. Looks like the roof was not completely redone but patched. The vents have no collars and that is likely what is causing the leaking over the bathroom. The Friends suggested last meeting they are able to cover costs of a fence that would run the North side of the parking lot. A quote was obtained from Mr. Fence but will be put on hold for now due to the roof issues. The tree removal in the back was completed on October 5th. Budget is up a little over where we want it. Book expenses are more in line with what should be spent going forward. Programs continue to do well. Adult book club had 12 adults, Footnotes had 5, Itty Bitty Storytime sessions-average 15 children and 13 adults, Story & Craft time averages 8 kids & 7 adults, Music & Movement had 7 children & 5 adults, Alphabet Storytime sessions average 10 kids & 9 adults, Chef Rob had 12 adults. College Essay Writing Workshop 1 teen, 1 adult. October Events include Friends Mead Tasting, Adult Book Club, WCVB Chronicle's Ted Reinstein discussion, Itty Bitty Storytime, Story & Craft Time, Alphabet Storytime, Awesome Autumn play sessions, Jungie Jim, Cartooning with Rick, Russian Storytime, Scott Jameson Magic, Cooking with Chef Rob, Music & Movement, Local Author Phyllis Calvey presents an All ages storytime, and Halloween: A Haunted History with Dustin Pari. In January there will be Footnotes Nonfiction Book Club with Nathaniel Philbrick to discuss Travels with George: In Search of Washington and his Legacy. Clough students will begin later this month and into November to receive their library cards and tour the Children's Room. Projects-Over the summer two bulletin boards were donated by former library assistant Kristen Taft. They have been put up in the library, one upstairs and one downstairs. Town News- No news from the representative from FLO about the electric car charging station. There seems to be some miscommunication between them and the town. Andrew will be reaching out to the Town Administrator.
3. 6:43 pm Friends Update- Mead Tasting had 25 people between the two sessions. It was the biggest group Crave Mead had to date at their facility. Raised just under \$700. The Fall Bulb Fundraiser has raised under \$600 to date and it ends October 15th. Working on a brochure and Email blast for the Friends for recruiting and hope to have it around New Years. Tara reached out to Lawny about a quote for the New Screen for downstairs. There will be a holiday painting event fundraiser. Library Beautification will be 11/6 10-12pm. Looking for volunteers for

cleaning flower beds, possibly goats for the poison ivy on the rectory and the knotweed. Hopefully can do a quarterly cleanup/beautification.

4. Strategic Planning- Planning was tabled last year. Ellen is stepping away as she is working on the Town Planning Committee. A new Trustee to replace her is needed. There will be around 10 people to the Strategic Planning Committee. Andrew is reaching out to check with those who had committed in past for availability. Hopefully planning meetings can begin in January and finish June 2022. Andrew will send a blog series on Strategic Planning.
5. Next Meeting Set for November 10, 2021 @ 6 pm
Motion to adjourn by Wayne @ 7:21 pm, second Shana Miller. Meeting adjourned.

Taft Public Library Board of Trustees Minutes 11/18/2021

Members Present : Ellen Agro, Shana Miller, Sean Nicholson, & Alison Chu,

Staff Present: Andrew Jenrich

Friends of Taft Library member: Gaye Porciello

Meeting called to Order @ 6:00 pm

1. Sean entered a motion to accept minutes from 10-14-21. Ellen second. Unanimously passed.
2. Gaye presented Friend's update – Several families and volunteers helped with the clean up of the grounds for Fall. Leaves raked, prickly bushes cut back, and tulips planted various places on the grounds. The same volunteers will be back to help in the Spring. Friends are hosting a DIY Crafting Day for Holiday presents. It will be for 9 and up, drop off on Thurs December 9th and Saturday December 11th. Next meeting for the Friends will be November 29th.
3. 6:08 pm Andrew presented Director's Report/Budget. Staff will have holiday gathering Monday 12/13. The open staff position has 8-9 applications. Two have stopped in to meet Andrew and talk about the position. Three to four of the applicants look promising. Thirty to forty received through HR/Indeed. Will interview 3-4 and go from there. Posting is up until tomorrow. Try to start interviewing before the holiday. If not hope to fill by mid January. Only open 10-2 Wednesday before Thanksgiving. Will be open 12/23rd. Will be open Friday NYE 12-5pm. Facilities-Clean up by friends was fantastic. Waiting to hear back from Superior Roofing on when they will be here to make repairs. Check has been cut by the Friends and given to Superior. Would there be possible mold in the attic. See about having it inspected. Mass Save? Fencing quote was \$10-\$13K. Friends discussed planting arborvitaes as an alternative which would be much more cost effective. Air Purifiers were purchased and are in use for the Winter months. Power outage on the morning of October 28th prompted discussion with Ellen about the possibility of purchasing a generator. Will reach out to the Fire Department on what is needed. Budget is on par where it should be at 32%. EBSCO was paid for annual subscriptions. Programs continue to have good attendance. Spoke with other libraries and attendance seems to be down across the board. Andrew's contract is up as of June 30, 2022. Contract discussions will begin for the next year. He will be send the Trustees a copy of the contract for the up coming year.
4. 6:46 pm lost a quorum, Sean had another meeting to attend. Next Meeting Set for January 12th at 6 pm.