

Taft Public Library Board of Trustees Minutes 1/12/2022

Members Present: Ellen Agro, Wayne Phipps, Alison Chu, Sharron Luttrell, and Sean Nicholson

Members Absent: Shana Miller and Sean Nicholson

Friends of Taft Library member: Caitriona **Scott**

Meeting called to order at 6:03PM

1. Minutes of the 11/18/21 meeting were accepted and unanimously passed
2. Caitriona **Scott** presented Friend's update. The DIY Holiday Craft was very well attended. The Friends are working on the upcoming spring plant sale.
3. Andrew presented the Director's report.
 - a. After receiving more than 50 resumes for the open Library Assistant position, it was offered to and accepted by Brenda Whitner, a Mendon resident and longtime participant in the library's Adult Book Club.
 - b. Congratulations to Tara for completing all classes in the Basic Library Techniques program through the Massachusetts Board of Library Commissioners.
 - c. Retroactive COLA pay increases have not been received by the part-time staff. Ellen will look into it.
 - d. The staff enjoyed a casual holiday get-together.
 - e. Andrew reached out to Superior Roofing, and they hope to have the repairs completed in the next few weeks.
 - f. Bissell air purifiers have been placed throughout the library.
 - g. Worldband installed the monitor for use during hybrid meetings and other events. They will return to do the remaining installation.
 - h. The library's FY23 budget includes no change in Contracted Services, Lights, Supplies, Building Maintenance, and Programming. An increase in payroll has been requested to increase staff hours.
 - i. Programming in December was very well attended.
 - j. The staff continues to pare down book series based on circulation. They are being put aside for the spring Friends book sale, given to Janice Muldoon-Moors for prison and detention center donations, and recycled if the material is outdated.
4. Strategic Planning committee is being established again as some of the prior committee's members can no longer participate. Alison Chu offered to represent the Trustees on the committee. Jim Broe will lead the committee. Several suggestions were made for community members who may be willing to join.
5. The next meeting is set for February 9, 2022 at 6:00PM. The meeting will be hybrid.
6. Meeting adjourned at 6:50PM

Taft Public Library Board of Trustees Minutes 02/09/2022

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

Staff Present: Andrew Jenrich & Tara Windsor

Friends of Taft Library member: Lisa Micheal

Meeting called to Order @ 6:00 pm by Ellen Agro

1. Motion to accept minutes from 1/12/2022 by Wayne Phipps, seconded by Sean Nicholson.
Passed unanimously.
2. Friends Update- Lisa Michael

Programs and Fundraisers coming up- Seeds and Flower Power will be in the spring. Friends hosting another crafting for gifts for Mother's Day and Father's Day. Another take and make plant. Looking into Go Go Goat for knot weed as well as two spring clean ups. Looking into a Facebook 6 word Poems/Story with a possible prize. Will have the Book Sale in the summer with Town wide yard sale. Friends has more members than ever.

3. Director's Report presented by Andrew Jenrich

Staff- New employee Brenda is doing well. Lots of upcoming vacation plans are between April and June with some overlap late May into June.

Mandate on masks? Blackstone has a couple of mandates per town. Started mandate in the library at 9% or 10%. Current rate in 14%. Mask mandate will come down in 2/28/2022 to follow along with DESE guidelines.

Facilities- No word from Superior Roofing on a start date. Weather has been a factor. They have cashed check according to the Friends.

Lt. Craig Burnham stopped over and did a safety inspection. He was very thorough and pointed out one area of concern in the front Mechanical Room. We have cleared it of all boxes and anything else deemed combustible. With this loss of storage space we need to find a solution going forward for book and audiovisual discards.

Chief Kessler stopped by the week after Lt. Burnham to discuss a generator and defibrillators. The Mechanical Room has 3 phase electrical so a generator would cost between \$20K-\$60K. As far as AED the Chief said the library would only need one. The Friends of the Library will pay for the AED as they received a donation specifically for an AED.

Worldband finished installation of tech set up for hybrid meetings downstairs. It is a wireless system. Tara, Ellen, Monika and Andrew will be learning how to use it this week.

Victory conducted semiannual maintenance on the HVAC system. Community Fire & Police Equipment also did its annual check of fire extinguishers.

Budget-Meeting with Select board and Finance 2/2/2022 for the FY2023 Taft Library budget scenario. One budget scenario presented increased open hours and would be welcomed after a twelve year wait. Both the Select board and Finance Committee seemed receptive to it. The Town Budget is likely to change many times before it is finalized.

Programs-Only \$143.40 was spent on programming this month. The first week of Programming was almost entirely virtual. In person children's programs are masks required and will be so going through February. All adult programs will follow mask guidelines before the mandate went into effect. We will strongly encourage the use of masks by everyone during in-person programs. Adult Book club had 13, Alphabet Storytime -4 sessions averaging 7 kids and 5 adults, Itty Bitty Storytime-1 session averaging 6 children and 4 adults, Story & Craft time-4 sessions averaging 7 kids and 6 adults, Monster Mayhem-3 sessions averaging 10 kids and 8 adults, Footnotes Nonfiction-13 adults, Cooking with Chef Rob 26 adults, Jill Vetstein Parenting Workshop had 16 adults, Nipmuc Teen Book Club had 9 teens,

Spark Joy Webinar had 7 adults, Conversations in German had 4 adults.

Projects- Annie Romano and staff are working downstairs finishing a shift of the Adult nonfiction section hopefully creating more room for the Adult fiction collection.

Hotspots are now available for checkout. They were distributed by the MBLC, funded by the Institute of Museum & Library Services through the first year as part of the American Rescue Plan Act. Hotspots can be checked out by anyone 17 years or older with a valid C/W MARS card for two weeks with no renewals.

Town News-Andrew met with the Select Board in Executive Session to go over his contract. There are no issues with the contract. Andrew completed and submitted the 2021 Annual Town Report for the Taft Public Library to the Select Board Secretary.

Local resident Sue Ruggiero is confirmed for the Strategic Planning Committee. Naomi Vogt of Custom Home Realty is very interested in being a part of the group.

Regional News-Legislative breakfast at Worcester library March 11th in person.

5. Strategic Planning- Three Meeting process. Will reach out to schedule with facilitator.

6. Next meeting set for March 9th 2022.

7. 7:00 pm Motion to adjourn by Wayne Phipps, and Sean seconded motion.

Taft Public Library Board of Trustees Minutes 3/09/2022

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

Staff Present: Andrew Jenrich & Tara Windsor

Friends of Taft Library member: Lisa Michael & Gaye

1. Meeting called to Order @ 6:01 pm by Ellen Agro
2. Motion to accept the 2/9/2022 minutes by Wayne Phipps, 2nd Shana Miller. Passed unanimously.
3. Friends Update by Lisa Michael- Lots of new members and ideas. Snowman contest had 8 entries. So far 12 entries for the 6 word poem contest. Flower Power fundraiser is currently going. Seeds are ready for distribution. Wellness night is coming up and hope to sponsor more going forward.
4. Directors Report-Staff Meeting 3/21/2022 Facilities: Roofing repair is done. No issues seen since the repairs. The Friends purchased a defibrillator. It has not come in yet, ETA 2-3 weeks. Friends will contact Leigh Martin about plaque for defibrillator. Budget: Up from January, at 64% spent, on target. Programs going forward will continue to have remote access. Far better turnout for programs with remote sessions. Attendance continues to be solid. Adult book club coming up with Hank Phillip Ryan. Teen Book Club- Projects: Lots of weeding and rearranging of large print section. Tara purchased hanging bag rack. Playaway has expanded. No longer ordering CD audio for Children's, Weeding Children's DVDs and picture books. Magazine issue has been solved. Town News: Will be looking to attend a Select Board meeting in March.
5. Strategic Planning-Reached out to Jim Broe several times and no response. Looking at an outside facilitator which will be at a cost. Possibly using State Aid for that expense. Planning committee is in place. Sean entered a Motion to allow Andrew to find a facilitator, second by Wayne. Passed unanimously.
6. Topics not anticipated with 48 hours- Ellen is sending a letter of support for renaming of the old Library that is on the agenda for the Select Board meeting. A citizen is asking for it to be named after Lorna Rhodes. Ellen took the initiative to revisit the property next door to the library and the condition and has emailed the Select Board. Asked to be on for March 30th after Budget meetings. Possible use of State Aid to have a survey done of the property. Unregistered vehicle bylaws need to be addressed. Zoning enforcer called and did not actually look at the property.
7. Andrew's contract-Narrowed down to see what salaries of similar towns by population. It did need some right sizing but not a lot. Looked at average salary raise. 5% raise in the first year. Everything else is the same in the contract. Salary is comparable to similar towns around Mendon.
8. Set next Meeting for April 13th, 2022 @ 6:00 pm.
9. 6:38 pm Wayne motion to adjourn, 2nd By Shana Miller.

Taft Public Library Board of Trustees Minutes 5/11/2022

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

Staff Present: Andrew Jenrich & Tara Windsor (Remote)

Friends of Taft Library member: Leesa Michael & Gabriella Porticello (Remote)

1. Meeting called to Order @ 6:02 pm by Ellen Agro
2. Motion to accept the 4/13/2022 minutes by Wayne Phipps, 2nd Alison Chu. Passed unanimously.
3. Friends Update: Leesa- book donations started this past Saturday. Goat event was well attended. Mother's Day craft had about 40 people. Getting ready for Summer and the upcoming book sale. Plugged the friends at the Meet the candidate's night for new members.
4. Andrew's Update/Budget: One on one staff evaluations are starting. Working on upcoming Vacation coverage. Staff meeting moved to June, will be about summer reading. There are improvements at the next-door property. LoveJoy cleaning carpets in June, Otis will be here in July for elevator maintenance. Still looking for replacement batteries for the emergency lights. Town Budget approved May 6th. Programs have had steady attendance across the board. Last book club for Nipmuc coming up. Projects-Adult shift of books has been completed. Next project is shifting YA behind circulation desk, weeding of picture books is complete. Meeting on Wednesday May 25th at 6:30 for Strategic Committee, 7 of 10 will be attending. Waiting to hear back from Naomi Hoyt. Will be hybrid and recorded. Meeting room policy- getting more requests. Should form be filled out? No -Seems to be more public meeting use. Look at policy for collection development. CMLA workshop. Written challenge procedure. Will Update in June. Budget-Still lines to pull from if needed. Close to max on books and supplies. Three more weeks of expenditures.
5. Contract updated and counsel is looking at for format only. Then we can review and finalize.
6. Next meeting is Tuesday June 7th @ 6 pm.
7. Motion to adjourn 6:31 pm by Shana Miller, second by Alison Chu passed unanimously.

Taft Public Library Board of Trustees Minutes 4/13/2022

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

Staff Present: Andrew Jenrich & Tara Windsor

Friends of Taft Library member: Gaye Porciello

1. Meeting called to Order @ 6:00 pm by Ellen Agro
2. Motion to accept the 3/9/2022 minutes by Wayne Phipps, 2nd by Shana Miller. Passed unanimously.
3. Friends Update: Yard Clean Up with goats April 30th. There will be a craft table for the kids. Flower Power Fundraiser is going well, up to \$500 so far. The six word poems contest went really well. There were 42 entries. Lots of entries from the Middle School. Mother's day craft on a Tuesday Night. Succulents and vase with rocks. Book Sale on June 11th, same day as town wide Yard sale. Donations will be taken in front of the garage on Saturdays in May. Posting on Facebook, Email, and Town Crier. Katrina will take over as Friends President.
4. Director's Report- Evergreen 3.7 will go live next week. Next door piles have been condensed and moved closer to the property line. Budget- Heavy in March but where it needs to be for the year. Programs- Movie night last week went well with a small group from Nipmuc. Jane Greene event last night went well, only 8 of the 20 signed up. She may stop by when she is in MA. In person event for Trivia Night next week. Projects-Possibly need to order more shelf flats. Town News-Strategic Planning and consultant updates.
5. Strategic Planning Update: Reached out to 4 consultants. Heard back from 3. Mary Brainy is a consultant since 1987. Has had her own business for the last 15 years. Current member of Finance committee in Spencer, MA. She may be able to start in the Spring and end in the Fall. (October/November) 3-5 Meetings, Survey, Total for Services. \$3500 plus \$150 and hour not to exceed \$5000. Maxine is the second consultant spoke to, very experienced and wealth knowledge. Self-professed outside of the box thinker. Spoke for over an hour on the phone, would do Focus groups, Recommendations, Etc. Asks-\$16500, plus \$200 hourly at a cap of \$7000. Next Thursday meets with Barbara. Will email Barbara to see her earliest availability. If not until Fall then will go with Mary. Master Plan Committee is asking about library study.
6. Set next meeting for May 11th at 6 pm. Regular Session ended at 6:33 pm

Taft Public Library Board of Trustees Minutes 6/7/2022

Members Present: Ellen Agro, Wayne Phipps, Alison Chu (Remote), Leesa Michael & Gabrielle Porciello

Staff Present: Andrew Jenrich & Tara Windsor

Friends of Taft Library member: Caitriona Scott (Remote)

1. Meeting called to order at 6:01 by Ellen Agro
2. Motion to accept the 5/11/2022 minutes by Wayne Phipps, 2nd Ellen Agro. Passed unanimously.
3. Friend update provided Caitriona Scott - She thanked the 2 previous members Gabrielle Porciello and Leesa Michael and indicated that the group is now undergoing an organization change. She mentioned that the Flower power fundraiser just ended, they are planning a paint night fundraiser, and hosting the annual book sale on the 11th. She also indicated that they will be supporting summer reading with anything the library needs.
4. Andrew provided the Directors Report
 - a. Staff evaluations are almost complete, he has been working on action plans for each staff member for the upcoming year.
 - b. Overview of program attendance - overall well attended
 - c. New program suggested by a patron - Handcrafting Group - it is a social event where people can bring in and work on whatever hand craft they prefer.
5. Tara provided an overview of Summer Reading which starts on 6/13
6. Library staff just completed a project shifting the YA books to make it more logical
7. Andrew discussed several additional collection projects he has in mind for the up-coming year.
8. Andrew provided an overview of the Strategic Committee Meeting which happened on 5/27
 - a. Review time table for the project
 - b. Discussed booking the focus groups
 - c. Tentatively scheduled the Trustee/Friends/Committee focus group for 6/22/22 at 6:30pm
9. Andrew presented a proposal from a local Realtor that wanted to have a booth to promote her business with either monthly chats, a table, or reading with a realtor. The board discussed the library's policy about for profit organizations and solicitation.
 - a. Ellen made a motion "Should we allow for profit groups to be allowed to utilize library space for solicitation" - Unanimous no vote
10. Andrew discussed his plans to attend a workshop for the annual ARIS report
11. Andrew discussed creating a new policy to handle a request for reconsidering library materials.
12. Reviewed budget report
13. Ann Mazar approached Ellen about the possibility of installing a free solar panel system on the library roof from the Solarize Mendon Program
14. Entered Executive Session
15. Motion to Approve the Addendum to Andrew's 2022 Contract - Gabrielle Porciello motioned to Approve. Passed unanimously.

16. Motion to Approve Andrew's new contract - Wayne Phipps motioned to Approve. Passed unanimously.
17. Next meeting Scheduled for August 10, 2022 at 6pm
18. Motion to adjourn 7:21 pm by Wayne Phipps, second by Gabrielle Porciello. Passed unanimously.