

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
Wednesday, January 13, 2016
7:00 PM

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

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:04 PM by Amy Fahey

II Approval of Minutes

October 14, 2015 Minutes

MOTION: On a motion of Ellen Agro to approve the Oct. 14 2015 minutes, seconded by Jane.

VOTED: Unanimous

December 10, 2015 Minutes

On a motion of Sharron to approve the December 10 minutes, seconded by Ellen.

Motion: December 10 executive session minutes

Voted: Unanimous

MOTION: On a motion of Leigh Martin to approve the December 10 executive session minutes, seconded by Ellen.

Voted: Unanimous

II. Directors Report

Staff members are interested in professional development, particularly databases, electronic resources, e-books.

Andrew has asked staff to no longer accept donations of books because of the upcoming move.

The trustees discussed what to do with the old books, which are part of the library's original collection and date back to the late 1800s, early 1900s. There is concern about boxing them up and storing in rectory because of temperature extremes. There was discussion about leaving them here, which would be appropriate because the building will be used by the Mendon Historical Society.

Andrew met with a shelving company that said the donated shelving we got from the BPL cannot be altered for the children's area. Also, they did not include any of the existing children's room shelving in its plan. Their plan was quite costly. Andrew then met with Tom Mulvey of Systematics, who has altered the exact same shelving that we have. It was a very encouraging meeting. Andrew will have architectural renderings sent to him

III Budget Report

Andrew presented the budget. About 51.8 percent of the budget is spent, which is expected six months into the fiscal year.

IV. Building Committee Report

We're looking at the middle of March for completion of the new building. That is because our town's bill-paying process is very slow. The general contractor needs the cash flow. Typically, the delays in payment would cost us in extra charges, but the general contractor has an agreement with us to not charge us for delays.

Exterior painting won't happen until the weather warms up.

V. Fundraising Update

Friends have about \$50,000 non-earmarked funds to spend on moving and furnishings. The remainder has been designated for naming rights.

VII. Plans for Moving to 29 North Ave.

We would like to be moved in before middle of June, which is when summer reading begins.

Andrew will be on vacation overseas for 10 days toward the end of April. He will arrange for coverage in his absence.

We need to create a moving plan. Amy and Andrew will look for checklists/guidelines.

Our spending priority list is as follows:

1. Moving
2. Shelving, including tops and end caps
3. Furniture and fixtures (magazine racks, storage, etc.)
4. Signage
5. Technology

There are some trust accounts to benefit the library that have about \$10,000 among them. Andrew will ask the town accountant about parameters around using that money.

Still waiting to learn whether we're getting that \$50,000 state grant.

We'll have close to \$40,000 in state aid after we receive this year's aid. We can put \$20,000 or so toward furniture for the new library. If state aid pays for movers, we have to follow state guidelines (put it out to bid, etc.). We will not have those restrictions if the Friends pay for the movers.

We haven't used state aid for big expenditures, so we may be safe leaving \$20,000 in state aid.

MOTION: On a motion by Sharron to earmark \$20,000 out of state aid for furnishings for the new building, seconded by Leigh.

VOTED: unanimous

VIII Future Agenda Items

Next meeting will be held on February 10 at 7:00 PM at the Taft Public Library.

IX Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 9:01 PM.

Minutes by Sharron Luttrell