

**Board of Trustees of the Taft Public Library Minutes**  
**Taft Public Library, Mendon, MA**  
**Tuesday, July 12, 2016**  
**7:00 PM**

Trustees present: Amy Fahey, Sharron Luttrell, Ellen Agro, Lauren Heather, Kelley Aubut, Leigh Martin (School Committee)  
Also present: Library Director Andrew Jenrich

**I Call to Order**

The meeting was called to order at 7:07 PM by Amy Fahey

**II Building Committee Report**

Joint meeting with the Building Committee. Discussed laying the engraved bricks on either side of the walkway. Ellen will touch base with Ben Tremblay to talk about landscaping. The library grand opening will be Sept. 13 or 20.

**III. Approval of Minutes**

**June 22 2016 Minutes**

**MOTION:** On a motion of Leigh Martin to approve the June 22, 2016 minutes, seconded by Ellen Agro.

**VOTED:** Unanimous

**IV. Directors Report**

The library opened for regular hours on July 5 and has been very busy with patrons. Steve Handley, the cleaner looked at the building and Andrew sent him a list of his responsibilities. His pay used to come from the staff salaries line item. Will now come from contracted services. Andrew recommended paying him \$7,000 annually, slightly more than double what he received for the old library. Andrew told Steve that the town is looking for a cleaning company that will do all of the buildings in town.

Teenage volunteers have been helping at the library.

WorldBand has not installed the switches yet so we cannot access the Internet on the computers.

Demco furniture arrived. There are a few issues. Some tables have black marks that Mary says are from worms. A conference table arrived without the equipment to assemble it.

There is \$9,700 left in the operations budget, so a little less than the \$10,000 the town wanted back. \$960 spent out of state aid to pay staff salaries.

Programs have started up again. Some are drop-in. Registrations for summer reading are at 198. Anticipating that number will go up.

Will need some storage beneath the circulation desks because there is no storage at all now. Using plastic bins now to get by until can have a permanent solution.

Andrew spoke with Missy in Board of Health's office about putting a dumpster in back of the building.

#### **V. Janitors Salary**

**MOTION:** On a motion by Ellen Agro to pay Steve Handley \$588.33 monthly to clean the library effective July 1 seconded by Leigh Martin.

**VOTED:** Unanimous

#### **VI. Budget Report**

Andrew presented the budget update. Added more to the lights budget because everything in new building is electric. Went \$3,300 over in programming because it is underfunded.

#### **VII. Employment contract between library director and Taft Public Library Trustees**

Discussion about moving Andrew up beyond the recommended Step 2 salary because of his qualifications, longevity, education and increased responsibilities. We would like to move him up to at least a Step 4, perhaps a Step 5. Kelley will research what other library directors are earning and share that information with the trustees.

#### **VIII. Fundraising**

The Friends are working with the building committee to fund some remaining items for the new library.

#### **IX. Grand Opening Event**

The grand opening event will be on Sept. 13. The VIP reception will be at 4 p.m. Grand opening begins at 5 p.m. The Friends will fund it. Speeches: Andrew, Gaye, Moritz or Joe, will invite Sen. Moore's office and someone from the Board of Selectmen. Background music, light refreshments.

#### **X. Trustees' Dedication to Bob Carlson**

We will reach out to Sue Carlson to ask if there's a flowering tree he was fond of.

#### **XI. Mendon's 350<sup>th</sup> Anniversary Activities**

Decision to donate overdue dues from September through the end of the year to the 350<sup>th</sup> anniversary celebration.

#### **XII Reorganization of Board**

**MOTION:** On a motion of Ellen to nominate Sharron as secretary of the Taft Public Library Board of Trustees, seconded by Leigh.

**VOTED:** Unanimous.

**MOTION:** On a motion of Leigh to nominate Ellen as vice chair of the Taft Public Library Board of Trustees, seconded by Lauren.

**VOTED:** Unanimous.

**MOTION:** On a motion of Ellen to nominate Amy as chair of the Taft Public Library Board of Trustees, seconded by Leigh

**VOTED:** Unanimous.

**XIII Future Agenda Items**

Next meeting will be held August 10 at 7 p.m. at the Taft Public Library.

**IX Adjournment**

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

**VOTED:** Unanimous.

Minutes by Sharron Luttrell