

Taft Public Library Trustee Meeting Notes
1/4/12

Attendees: Bob Carlson, Don Morin, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson, Jen O'Donovan (8:00)

Meeting called to order at 7:05 by Kathy Carlson, Bill McHenry 2nd & all in favor.

Minutes of 12/6/11 meeting approved & accepted. Bob Carlson moved to accept & Bill McHenry 2nd & all in favor.

Discussion of Director's Report (submitted by Carrie in advance of meeting)

Furlough week went smoothly; Andrew & Carrie came in to process interlibrary loans, etc.

Furnace is installed & working, damper system will be installed soon; Ann Mazar continues to process the grant funding.

Donation \$ will be used to fund the Cardboard Boat Race in summer of 2012.

Carrie made contact with Milford Daily News who presented misinformation about \$ stating the \$ for St. Mike's will be an override, which is inaccurate, the \$ will be a debt exclusion.

Budget discussion

The budget looks like 83% of the book budget has been spent; but the accuracy is off due to money from grant not being put back into budget. When that \$ has been reapplied, the budget is in good shape.

St. Mike's

On 12/20/11 Bill & Susan met with Phillip Wheelock (Phipp) w/ Richard Smith (principal in different firm). Smith had done his research & had prior knowledge of TPL history & budget woes. They toured TPL; St. Mike's & reconvened at TPL for reflection/discussion. They were enthusiastic with the possibilities. One area of concern was the electrical service is not sufficient to support the building.

On 1/4/12 Bill & Bob met with Annino who also presented valuable possibilities. They volunteered to attend town meetings; provide media packets; meet with selectman. Annino noticed 3 areas of concern to bring to the real estate negotiations – sprinkler system, boiler, suspected asbestos tiles

Next architectural tour is set for Friday, 1/6/12. One firm is pending a tour.

It was agreed that all the firms need to have a formal interview immediately following their submission of letter of interest.

Possible dates & times for Carrie to set up interviews: Wednesday, February 1st & Friday, February 3rd at 6:30 and 8:00 PM both nights.

We need to generate questions for the interview at our next meeting.

Carrie to contact Judy Leonellie to come to the next meeting to discuss buyer's negotiation. If she cannot attend 1/18/12, can she attend 1/25/12?

Carrie to make arrangements to house the architectural meetings at another location.

Negotiation Committee

It was agreed that a committee should be formed of 2 elected and 1 appointed TPL trustees. Carolyn made a motion to form a subcommittee of Kathy Carlson and Bill McHenry with Don Morin as the appointee to negotiate the purchase of St. Mike's. Bob Carlson 2nd it & all in favor.

Friends of TPL

Discussion of getting more Friends on board to support the move to St. Mike's. Ask the PTO to join us to help get the word out. Jen suggested we publicize our numbers again – so much going on at library now. The Friends will spread the word on all the great things going on.

Last Wednesday of each month, 7 PM, Friends meet at TPL. All are welcome.

Bob Carlson made a motion to adjourn the meeting at 9:00; Kathy 2nd & all in favor.

Our next meeting will be, Wednesday 1/18/12 at 7pm, then again on Wednesday 2/1/12 at 6:30 pm and Friday, 2/3/12 at 6:30 pm. The February general meeting will be held Wednesday, 2/8/12.

Taft Public Library Trustee Meeting Notes
1/18/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson, Judy Leonelli
(Judy left at 8:39), Mark Reil (arrived 8:51)

Meeting called to order at 7:06.

Our primary focus of this meeting is to gather information from Judy Leonelli regarding her research of St. Mike's; purchase price; value; etc.

Judy explained how the pricing can be evaluated, based on the fact that there are no comps to speak of.

Her comments:

The house alone is 1,593 sq. feet & comp houses in the area based on that size are about \$250,000.

The church itself is more difficult to value because it is a church zoned in a residential area.

The town's assessed value in 2011 was \$577,300.

Discussion followed regarding the nuances of purchasing such an unusual property. Informal discussion included, but was not limited to:

Parking zoning

Zoning regulations

Water testing / pressure

HVAC / heating

Timeframe of making an offer

Environmental testing

Septic

The question was raised as to who would sign the offer if an offer is made. Carrie will inquire with Town Counsel as to who that person should be.

Meeting adjourned at 9:07.

Taft Public Library Trustee Meeting Notes
2/1/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson (6:50), Don Morin, Stewart Roberts & Karla Johnson (of Johnson Roberts arrived 7:45)

Meeting called to order at 6:38.

Our primary focus of this meeting is to meet with the architectural firm, Johnson Roberts Associates, Inc. of Somerville, Massachusetts.

The first hour of the meeting was to finalize common questions for all architectural firms to be interviewed for the possible renovation / conversion of St. Michael's Church to Taft Public Library.

Stewart Roberts & Karla Johnson arrived and introductions were made. They presented a brief slide show with discussion of:

- Their firm & prior experience converting religious facilities to other facilities
- Budget summaries of many of their recent projects (25+ projects) and were able to stay w/in budgets by about 1.21%
- Review of the current location w/ photos
 - Positive attributes include the main floor of the church
 - The basement area
 - The outdoor green
- An informal plan was presented to show their vision of the end result
- The informal plan doesn't include the amount of linear book space as indicated by Carrie at the initial meeting
- The benefits of hiring this firm
 - 60+ library projects
 - Experience w/ adaptive reuse
 - Cost control
- Will engage with the community (local access TV, invite the townspeople in the library), collaborate with Trustees
- They will try to create an inviting feeling, natural lighting staircase; bathrooms would need to be redone

Questions presented:

Q – What is your process for dealing w/ potential environmental hazards?

A - Exploratory demolition might not be a bad idea to prevent any surprises in the construction phase or later.

Don recommends that we be independently diligent to the exploratory demo when negotiating the purchase.

Q – What is LEED?

A - Leadership Energy & Environmental Design from the US Green Building Council. It is a program that we would have to buy into & a commissioning agent who is there to save \$ & headaches down the road.

Don recommends we speak w/ Mark Reil to see if LEED is the right choice for this project as it is not required, but does have benefits.

Q – What next?

A – Multiple phases; if J&R did get the project, they will help w/ bidding process with contractors, etc. & will stay involved during construction & meet w/ general contractors & follow-up to help us with the schedules of payment, etc.

Q – Can you do the initial phase of this project w/in the \$10,000?

A – The cost estimate typically costs \$5,000, so it doesn't leave much for other fees.

Q – Have you ever worked in a community such as Mendon where finances are such a volatile issue? If so, what do you advise?

A – Yes. Keep the focus on the need of the building; present it to the community as a need; keep the process transparent for the community to see what we are doing. Also, you can keep the project to the minimum and do only what you need to do now. Keep in mind there are 2 costs – project cost and operating cost & we provide general guidelines for the operating costs in the initial phases. Should the firm be chosen, by project end they will be able to help us project operating costs to provide the community realistic estimates.

Q – Can you roughly estimate the cost of this project?

A – You can estimate \$100 - \$150 per square foot including the elevator (6,500 sq. ft. x \$100 = \$650,000)

We agreed TPL will get back to JR Architects within 2 week timeframe. JR was agreeable with that time frame. They departed the meeting at 9:00.

Discussion followed about the rectory & the issue presented about it being usable. General discussion followed about a variety of points including costs for other aspects of the project

Don recommends that we look to the town to help. There are people in town who can help for example, with the LEED commissioner, etc.

Discussion of references to obtain about the firm. Carrie will make contact w/ a few libraries to inquire about their experiences w/ JR firm.

Meeting adjourned at 9:20.

Taft Public Library Trustee Meeting Notes
2/3/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson (7:03), Don Morin, Philip Wheelock & Richard Smith (of Adams & Smith of Swampscott, MA), Susan Darnell (via Skype 7:45), Douglas Annino & Christine Walsh (of Annino Incorporated of North Attleboro, Massachusetts) 7:55.

Meeting called to order at 6:36.

Don Morin motions to pass over the minutes of the February 1, 2011; Bob Carlson 2nd.

Our primary focus of this meeting is to meet with the architectural firm, Adams & Smith Architects / Consultants of Swampscott, Massachusetts and Wheelock Associates of Uxbridge.

Richard Adams & Philip Wheelock arrived and introductions were made. They presented a board presentation with discussion of:

- St. Michael's facility as is
- With support to beams in basement, the wooden floor structure would be capable to hold the collection
- Not up to current energy efficient standards, have ideas to bring up to current code
- Need for an elevator
- Showed current plan layout & how they perceive it their plan (upstairs 2000 sq ft, current library single floor 1350 sq ft)
- Need to know what to do w/ the rectory
- Review of other projects
- Have the technology to maintain a project of this magnitude independently
- Recognize there needs to be a plan to move into the facility in stages so as to keep financially sound
- Showed an interim plan using the current footprint of the building, then showed a larger plan using the current building and an addition to replace the rectory

Questions presented:

Q – What is your process for dealing w/ potential environmental hazards?

A - We would get an environmental hygienist & try to budget for potential hazards. We have experience with this in the past. Some potential hazards could include (just based on the age of the building), the oil tanks, heating system, tiles, etc.

Q – Tell me a little more about LEED certification?

A - Leadership Energy & Environmental Design - we could think about this (need independent consultant). There are different ways to get points for the state performance rating; big issue is to compare the costs of LEED construction (not necessary) versus cost of typical construction. LEED points do not bring funding support unless we were going w/ an MBLC grant.

Q – Do your interim plans include construction w/ the basement?

A – Not yet, don't want to put the children's room in the basement (opinion) but it's not entirely out of the question.

Q – What is your experience w/ the accuracy of costs using Construction Costs Engineering of Boston?

A – Found that they are pretty good. Don't want to use someone who is too low. The more detail in the drawings, the better the estimate.

Q – Have you ever worked in a community such as Mendon where finances are such a volatile issue?

A – Yes. Wheelock was a selectman of Uxbridge during the time when the Police station was built & recognizes the community needs to know how low can we make the price; what is the plan to grow w/ the building.

Q – What are the costs that are not included in your proposal?

A – We hire a cost estimator & add 10% for design contingency and another 5-10% for owner's contingency to ensure there are limited budgetary overages.

Carrie noted that Johnson Roberts gave the same estimate.

Q – Can you roughly estimate the cost of this interim project?

A – More in the range of \$1million, the longer term project will cost more.

We agreed TPL will get back to A&S / Wheelock Architects within 2 week timeframe. They were agreeable with that time frame. They departed the meeting at 7:40.

Discussion followed about their ideas to keep the facility to one floor. There was no plan for the basement. Etc. Brainstormed rubric for scoring the firms.

Douglas Annino & Christine Walsh arrived & introductions were made. They made an oral presentation with discussion of:

- They have a small office, kept small on purpose to keep control of projects
- Residential projects to \$23million mill project
- Work w/ nonprofits – i.e. Hockamock YMCAs; do some pro-bono work in communities
- Built new construction library in East Kingston, New Hampshire – worked out to be about \$150/sq. ft.

Q – Have you done a project like ours? Church to library? Adaptive reuse?

A – Taken mill & made into police station (N. Attleboro) and mill into 150 Residential building (N. Providence). We are renovating car dealership into residential living. They listed several more.

Q – What do you see for this project?

A – Brought a sketch which incorporated the rectory connected to the main building with an entryway between them which would include the elevator allowing access to the basement & 2nd floor of the rectory. Elevator cost about \$60-70,000.

Q – What are your thoughts on the 2 levels?

A – Try to keep to first main floor for cost purposes; expand to the lower level in the future.

Q – Do you do your own cost estimations?

A – No, we use Daedalus in Boston. Cost estimators estimate higher, so the budget comes in under. Understands that working with a public sector it's a fine line between establishing a budget w/o it being too high, but still being able to have contingency of going over budget. Recommends 10% +/-.

Q – How will you help us get the word out to community?

A – Will attend a few selectman's meetings; provide marketing materials; have website; etc. Would appear on cable show appearance if needed; meetings at library for patrons, etc.

Q – Is the schedule we've provided feasible?

A – Yes, it's tight but feasible. Have to get going quickly.

Q – Tell me a little more about LEED certification?

A - Very expensive; it's a great thing, but very expensive; have someone in the firm who is LEED certified. Can make the building environmentally appropriate; using basic green construction could do the same work. To make the HVAC system more efficient, the firm would be able to handle to make energy efficient but still be aware of budget. Adding insulation will help make energy efficient; replace windows to double pane; insulation in ceiling.

Q – Can you roughly estimate the cost of this interim project?

A – Probably \$1million.

It was discussed that Doug is currently a selectman in Mansfield. We agreed TPL will get back to Annino within 2 week timeframe. They were agreeable with that time frame. They departed the meeting at 8:50.

Discussion followed about their ideas. Susan felt that their preparedness was lacking as compared to the other two companies. She voiced concerns that they didn't show the credentials w/ the firms whom they contract out specifically for cost estimating. Limited experience w/ libraries. Annino didn't show a strong vision for the function of the library.

Next meeting 2/8/12 at 7:00 at Miscoe Hill Middle School. DRA Associates will present at 7:00.

Meeting adjourned at 9:05.

Taft Public Library Trustee Meeting Notes
2/8/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson, Ken Best (of DRA of Newton Centre), Susan Darnell (via Skype), Andrew Jenrich (7:30)

Meeting called to order at 7:05.

Don Morin motions to pass over the minutes of the February 3, 2012 until a later meeting; Bob Carlson 2nd.

Our primary focus of this meeting is to meet with the architectural firm, DRA Architects of Newton Centre, Massachusetts.

Ken Best arrived and introductions were made. He presented a PowerPoint presentation with discussion of:

- Community support will be offered throughout the process; 1 meeting is included w/ initial phase
- DRA can offer value & would be grateful for the work – important project
- Role & Responsibilities; key player is cost estimator (Leach Consulting, LLC, a “top notch” company); structural engineer (Szweczak Associates); & Mechanical engineer (CES Associates)
- Fee is limited; listed costs included & costs not included (costs of testing such as hazardous materials, survey)
- Schedule is adequate; in later phase of project would invite the public to offer opinions of the layout before final schematics are developed
- Community workshops offered
- LEED / sustainable design experience
- Designed first LEED certified library building in Massachusetts (renovation – North Adams Library)
- Experience w/ fitting libraries into buildings not built as library
- Ken has been designing libraries & historic buildings for 30 years
- Experience converting older buildings to ADA accessible
 - Current building is hazardous to all seniors (not ADA)
 - Outside elevator is suggested
- Project goals listed along w/ challenges (floor loading, staff control at current staff levels)
- Realizes need for flexibility to design a space for future change
- Presented options - #1 – partial collection (mostly children’s) on 1st floor; #2 – Offices & Young adult & adult collection in basement level
- Insulation & natural light were discussed
- Will listen to the needs of the Trustees and find solutions; use a four step process of
 - Collecting
 - Listening
 - Visioning
 - Schematic plan

Questions presented:

Q – Do you have history of the cost estimator results?

A - Advise to go with the 3rd or 4th bidder; too low is not accurate & too high is not appropriate to present to public. The cost estimator will estimate the hard costs, Ken will estimate the soft costs (furnishings, etc.).

Q – Can we move the ramp to the back?

A – I don’t think you need the ramp. Place the elevator at the right place & the ramp isn’t necessary.

Q – Elevator cost?

A – \$85,000 – \$100,000

Q – Tell me more about a community workshop that was successful & ideas that were implemented?

A – Columbia, CT not a huge turnout. The building shares parking with other public facilities. There was an idea to move the one-way exit to the library & town green. The idea was to move the driveway towards residential housing. The residents didn't like that so DRA revisited the entryway/exit & constructed a new driveway system.

Q – Have you ever worked in a community such as Mendon where finances are such a volatile issue?

A – There's always going to be people who say a library isn't needed. The most successful argument I've heard is "this is the best time to do a library, not worst" – desperate need for a larger building; not handicap accessible; savings are tremendous now wait 5 years & the cost will be so much greater. When presenting the household increase I recommend presenting as a daily cost.

Q – What do you suggest to do w/ the rectory?

A – Phase 2 & even then convert to a meeting room by reconfiguring the walls in the rectory. Separate the building & rent or lease it.

Q – Do you have a vision for restricting the shape of the building?

A – I noticed it isn't insulated. We can insulate it two ways – from the inside or the outside w/ a product around the outside which we can then change the shape it.

Q – How would you change it to not look like a church?

A – The coopela makes it look like a church; the front steps do too. It all comes down to dollars & cents & that's where you can decide how much we can afford to get away from the church character.

Q – When you give us a price, do the projects come in at that price or will it be over?

A – When you bid the project, you can bid the project with alternates which give options to keep cost down. Contingencies of about 10% will be built into the budget.

Q – Do you recommend we try to make this building LEED certified?

A - LEED is a plaque on the wall; going through the process will show how to bring a building through the sustainability process. It's up to the committee to decide how much LEED construction we choose to use & have knowledge of the community & how important it is to the community. Can still do the high standards of heating; functioning up to standards; etc. w/o being LEED certified (be LEED equivalent)

Q – Can you roughly estimate the cost of this interim project?

A – Estimate \$200 per sq. ft.

We agreed TPL will get back to DRA within 2 week timeframe. He was agreeable with that time frame. He departed the meeting at 8:25.

Discussion followed about his ideas to keep the project in line w/ our budget. He'll have a list of alternatives to cut down on designs to keep costs down. He had a very practical approach. Ken's flexibility was creative and highly regarded by the trustees.

The architectural firms were scored according to the rubric developed. Carrie will call on references this week. Susan will contact Ann Mazar to get the St. Mike's building onto the list for the Green Community Project.

Next meeting 2/15/12 at 7:00 at Taft Public Library.

Meeting adjourned at 9:38.

Taft Public Library
Board of Trustees Meeting
February 15, 2012

Attendees: Bob Carlson, Carrie Grimshaw, Don Morin (left at 7:37), Kathy Carlson, Bill McHenry, Carolyn Peters, Susan Darnell (via Skype)

Meeting called to order at 7:06

It was decided to pass over the previous meetings minutes at this time.

Review of Director's Report

- More work is needed on the heating system. Boucher is aware & fixing
- FinCom review – all departments are being asked to level fund fiscal 2013
- There was no mention about the Capital Budget at the FinCom meeting
- Waiver has been accepted by MBLC
- \$3,000 rec'd towards payment of heating system from Green Grant; \$3,000 still owed from allocation of grant
- Current budget looks good; trending \$25 over/week but w/closings in February & Saturdays it should be a wash
- References for DRA Architectural firm came back very good
 - Carrie spoke w/ 2 libraries who renovated at similar price points - Norfolk (library director) & Great Barrington (DPW Director)
 - Some comments were:
 - "Understand libraries from top to bottom"
 - "Know how they function"
 - "Sometimes needed to be pushed for deadlines, but always met them"

Don recommended that the trustees be clear on what to tell the architectural firms not selected.

Bill McHenry moved that the board move into executive at 7:30. The purpose of the executive session is to consider the purchase of St. Michael's Church as meeting in open session would have a detrimental effect on the Trustees' negotiating position.

The meeting returned to an open session meeting at 8:05.

Discussion of architects:

- Annino was ranked 4th in preference based on their relative inexperience working with libraries and their seeming lack of knowledge of a functioning library. Also, they did not meet the qualifications of the RFQ.
- Of the 3 remaining firms, all possess significant experience with library consultation and library design.
- All had experience working with town government and all offered assistance to help Trustees inform the community.

- Therefore, the decision was very difficult to be made because the decision was made with three very strong candidates.
- DRA had several ideas for cost reduction. Their presentation showed sensitivity to working w/ a limited budget to a great extent than the other bidders. Trustees felt they were a better match to represent the library to the townspeople.

Discussion of ranking rubric. After further discussion of the top 2 candidates, the following was decided:

Bob Carlson made a motion to select DRA as the architectural choice to create a comprehensive schematic plan to convert St. Michael's Church to a library. If they decline, the offer will be extended to Johnson Roberts. Carolyn Peters second the motion. All in favor – unanimous.

Susan Darnell will email town counsel & Mike Goddard to announce we've decided on an architect and to ask the question of who draws up the contract and who signs it.

Carrie to call Ken to let him know his firm was chosen. A formal letter will be sent to all firms.

Next meeting date, Wednesday February 29, 2012 – 7:00 PM – Taft Public Library

Bob Carlson motioned to end the meeting at 9:02; Carolyn Peters 2nd; all in favor – unanimous.

Taft Public Library
Board of Trustees Meeting
February 15, 2012
Executive Session

Roll Call: Bob Carlson, Carrie Grimshaw (non- voting member), Kathy Carlson, Bill McHenry, Carolyn Peters, Susan Darnell (via Skype)

At 7:30 PM per MGL C30A S21, Bill McHenry moved to enter into executive session. Carolyn Peters 2nd. All in favor via “yea” vote.

The purpose of the executive session is to consider the purchase of St. Michael’s Church as meeting in open session would have a detrimental effect on the Trustees’ negotiating position. The committee will return to open session.

Discussion of the history of St. Mike’s through information obtained by Bill from Judy Leonelli and Jean Berthold. The property was obtained by Springfield Diocese; the Worcester Diocese was not in existence at the time.

- In 1927, a couple owned the property which burned down.
- In 1936 (8?) John Donahue, Pastor of Hopedale, owned the property for 2 days prior to giving to the Diocese.

Discussion of purchase price and rationale for our price. Most important in our rationale is to keep the price as low as possible to get community approval. There is significant work to be done to bring the building up to code, but we also want to be careful not to give an offer so low as to insult the Diocese.

Discussion was held regarding pricing of St. Mike’s.

Carolyn Peters moved that the Trustees ask Judy Leonellie to prepare an offer to the Worcester Diocese for the purchase of St. Michal’s Church at a price of \$300,000. Contingent upon town approval and we will provide our reasons as to why we offer this price. Bill McHenry seconds the motion. All in favor – unanimous.

Taft Public Library Trustees’ rationale for this price:

- Keep the debt low enough to pass at town meeting
- The building needs work which included, but not limited to insulation installed; heating upgrades; oil tanks replaced/moved; elevator installed
- To the best of our knowledge there are no other interested parties
- Members of the parish are residents of Mendon and will benefit by turning the building into a library
- Diocese will garner positive feelings from the town of Mendon to continue to use this as a beneficial building for the townspeople

Kathy Carlson moved to leave executive session and enter into open session at 8:05. Carolyn Peters second. All in favor – unanimous.

Taft Public Library Trustee Meeting Notes

3/14/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Andrew Jenrich, Ken Best (DRA Associates), Susa Darnell (via Skype)

Meeting called to order at 7:16. This was not an officially posted meeting, so no voting will happen at this meeting. As a result, minutes from prior meetings cannot be approved. This meeting is primarily to help Ken develop more ideas to keep the renovation schematic plan of St. Mike's moving along.

Discussion of functionality of the books, shelves, etc.

For the next week, Ken would like to get the engineers into St. Mike's. Carrie suggested Ken call Johanna Ferrucci or Carrie or Bill & all can help access the building.

Susan would like to walk through the line items of the soft costs so as to feel out what can we do without & what we need to plan for.

The next meeting is scheduled for March 21st at 7:00 PM at Taft Public Library.

Meeting adjourned at 8:35.

Taft Public Library Trustee Meeting Notes
3/21/12

Attendees: Bob Carlson, Bill McHenry, Kathy Carlson, Andrew Jenrich, Carolyn Peterson, Ken Best (DRA Associates)

Meeting called to order at 7:10.

This meeting is primarily to help Ken develop more ideas to keep the renovation schematic plan of St. Mike's moving along.

Discussion of preliminary budget summary.

Bill McHenry made a motion to grant Ken Best additional time to present his plan and cost estimate due to the delay in the contract signing (town council was late to respond; there was also a snow storm which prevented a meeting). The new deadline is April 6, 2012. Carolyn Peterson 2nd. All in favor – unanimous.

To do – Current genealogy section needs to be measured more precisely to determine what is actually genealogy & what are town records that can be housed in another section (reference?)

The next meeting is scheduled for Tuesday, March 27th at 7:00 PM at Taft Public Library.

The following meeting is tentatively scheduled for Thursday, April 5th or Friday, April 6th at 7:00 PM at Taft Public Library. Meeting date to be determined prior to March 27th meeting.

Bill McHenry moved to make a motion of move into executive session. The purpose of the executive session is to consider the purchase of St. Michael's Church as meeting in open session would have a detrimental effect on the Trustees' negotiating position. The committee will return to open session only to adjourn.

Roll Call: Bob Carlson - yea, Kathy Carlson - yea, Bill McHenry - yea, Carolyn Peterson - yea

At 9:00 PM per MGL C30A S21, Bill McHenry moved to enter into executive session. Carolyn Peters 2nd. All in favor via "yea" vote.

Executive session ended at 9:27 and the meeting was adjourned.

Taft Public Library Trustee Meeting Notes
4/6/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson, Ken Best (of DRA of Newton Centre)

Meeting called to order at 5:18.

Carolyn Peterson motions to pass over all of the outstanding minutes until a later meeting; Bill McHenry 2nd.

This meeting is primarily to help Ken develop more ideas to keep the renovation schematic plan of St. Mike's moving along.

Ken presented the latest architectural designs. He also presented the budget at presented by the cost estimator.

It was roughly estimated that a new constructed building built to be the same size of St. Mike's (less the rectory) on pre-owned land (i.e. no cost) would cost \$3.5 million.

At 6:39 Bill McHenry moved for a Roll Call vote to enter into Executive Session per MGL C30A S21 exemption #6 to consider the purchase of St. Michael's Church as meeting in open session would have a detrimental effect on the Trustees' negotiating position, and to return to open session afterwards only to adjourn.

Carolyn Peterson seconded the motion.

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

At 7:04, Executive Session ended.

Bill McHenry made motion to move out of executive session.

Carolyn Peterson seconded.

All in favor .

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

Next meeting 4/18/12 at 7:00 at Taft Public Library.

Meeting adjourned at 7:07.

Executive Session Meeting

April 6, 2012

At 6:39 Bill McHenry moved for a Roll Call vote to enter into Executive Session per MGL C30A S21 exemption #6 to consider the purchase of St. Michael's Church as meeting in open session would have a detrimental effect on the Trustees' negotiating position, and to return to open session afterwards only to adjourn.

Carolyn Peterson seconded the motion.

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

Discussion of pricing of St. Mike's.

Now that Ken has presented a more solid conceptual budget, the trustees discussed pricing options.

Carolyn Peterson made a motion to give Judy Leonelli permission offer \$325,000 for the purchase of St. Mike's on behalf of the TPL Trustees. Bill McHenry 2nd. All in favor – unanimous.

At 7:04, Executive Session ended.

Bill McHenry made motion to move out of executive session.

Carolyn Peterson seconded.

All in favor .

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

Taft Public Library Trustee Meeting Notes
4/18/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson, Susan Darnell

Meeting called to order at 7:15 by Susan Darnell, 2nd by Carolyn Peterson.

Carolyn Peterson motioned to accept the minutes of 1/4/12, Bob Carlson 2nd, all in favor.

Bill McHenry made a motion to place the notes from the informational meeting of 1/18/12 into the Minute File. Carolyn Peterson 2nd, all in favor.

Carolyn Peterson motioned to accept the minutes of 2/1/12, Bob Carlson 2nd, all in favor.

Carolyn Peterson motioned to accept the minutes of 2/3/12, Bob Carlson 2nd, all in favor.

Carolyn Peterson motioned to accept the minutes of 2/8/12, Bob Carlson 2nd, all in favor.

Carrie Presented the Director's Report

- Kris H. is recovering from surgery; she wants to come back to work by summer
- Furnace is finally fully repaired & paid for; all of the money from the Green Grant has been reimbursed
- Ken is requesting when Trustees requires the updated budget estimate; Trustees say 2 weeks
- Weeding continues (books not checked out for 5 years & put in storage); Scouts will come in & alphabetize the weeded books
 - Susan asked what happens to books which have not been checked out for over 5 years
 - Trustees give Carrie permission to follow operating procedure to divest the library of any book that has not been circulated in 6 years or more
 - Carrie to investigate the most practical way to clear out the older books of the collection
- 2 programs have been presented this month
- In May, Tara has organized a program where patrons can taste test/compare store brands vs. name brand foods
- Summer reading is a go; thanks to the Friends of Taft Public Library; \$1800 to material costs & includes the Cardboard Boat Race
- \$1600 from 2013 budget designated for programming
- Carrie to attend Mass Library Association Annual Conference; hoping to schedule so Andrew can go
- Carrie attended Boston Public Library conference; very impressed
- Franklin Public Library has been recertified
- Budget looks on track
 - 80% of budget has been spent
- Need to finalize which Saturdays closed in the summer at next meeting
- Pat Dwyer has resigned. Carrie shared her letter of resignation which the Trustees accepted with regret. The staff will host a retirement dinner on May 7th which Carolyn will attend.

At 8:31 Bill McHenry moved for a Roll Call vote to enter into Executive Session per MGL C30A S21 exemption #6 to consider the purchase of St. Michael's Church as meeting in open session would have a detrimental effect on the Trustees' negotiating position, and to return to open session afterwards.

Carolyn Peterson seconded the motion.

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

Darnell, S: yea

At 7:04, Executive Session ended.

Bill McHenry made motion to move out of executive session.

Carolyn Peterson seconded.

All in favor .

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

In speaking w/ Jean Bertho, Susan discovered that part-time employees who work less than 20 hours & have been in town employment for more than 10 years are entitled to a longevity bonus that is built into their base salary. Susan to discuss with Jean to gather more details & specifics.

Margaret has informed us that all of our conflict of interest testing has expired. We all need to retake the test. Bill will forward information about links to take the tests.

Bob suggested that the trustees request a stipend – not much \$50.00. The trustees agreed to think about the situation.

Next meeting Wednesday 5/2/12 at 7:00 at Taft Public Library. Town meeting is Friday 5/4/12.

Meeting adjourned at 9:16.

Executive Session Meeting

April 18, 2012

At 8:31 Bill McHenry moved for a Roll Call vote to enter into Executive Session per MGL C30A S21 exemption #6 to consider the purchase of St. Michael's Church as meeting in open session would have a detrimental effect on the Trustees' negotiating position, and to return to open session afterwards.

Carolyn Peterson seconded the motion.

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

Darnell, S: yea

Discussion of pricing of St. Mike's

The diocese has come back at counter offer of \$400,000 & would like to move the offer along. Carolyn Peterson made a motion to authorize Judy Leonelli to make a counter offer of \$360,000 with the same contingencies as previously discussed. Bill McHenry 2nd, all in favor.

Roll call vote:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

Darnell, S: yea

Carrie suggested that a special town ballot be funded by state aid. Susan will ask Margaret if that is legal.

Discussion of Susan's conversation w/ Ann Mazar

CPA committee has heard that TPL is not planning on using the rectory & they are interested in purchasing the rectory and converting it to affordable housing. They would like to pursue to see if it is feasible. Susan requested to be a part of the next selectman's meeting to go into executive session to discuss.

Susan requested that at an upcoming meeting we discuss calendar of events involving other boards; elections; etc. to make sure we are on target for known deadlines & FinCom /selectman are on board with our plans. It was also suggested that an operational budget be developed .

Carolyn suggested that we ask a member of FinCom to attend our next meeting to bring them up to speed on the costs.

Bill McHenry made motion to move out of executive session.

Carolyn Peterson seconded.

All in favor .

Roll Call:

Carlson, K : yea

Carlson, R : yea

Peterson, C: yea

McHenry, W: yea

Darnell,S: yea

At 9:08, Executive Session ended.

Taft Public Library Trustee Meeting Notes
5/2/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson (arrived 7:20), Susan Darnell, Andrew Jenrich, Jennifer O'Donovan (arrived 7:45)

Meeting called to order at 7:08 by Bob Carlson, 2nd by Bill McHenry.

Bill motioned to accept the minutes of 2/15/12, 2/29/12, and also the notes of the meeting on 3/14/12, Bob Carlson 2nd, all in favor.

Bob Carlson motioned to accept the minutes of 4/6/12, Bill McHenry 2nd, all in favor.

Carolyn motioned to accept the minutes of 3/21/12, Kathy Carlson 2nd, all in favor.

Andrew discussed the plans for the summer reading program.

Susan talked with Jean Bertho regarding longevity bonus (town policy). Three current TPL employees are affected by this required pay change. Carrie & Carolyn will figure how this will affect the salary line item and provide information to the selectman. Further discussion will occur at the next TPL meeting.

Discussion of St. Mike's

- Susan reviewed the conversation she had at executive session w/ selectman. She told them of the accepted offer of \$360,000. The selectman would prefer to have a special town meeting in September to get on the November ballot. Margaret commented that the September ballot might not work, because the only people who can vote are those who are registered to vote in that primary. We need 2/3 vote at town meeting to approve.
- The associate of town counsel advised that the offer has issues. The diocese wants money now. The town council will stop processing the P&S until further notice. The offer includes information about paying the brokers in the deal. That aspect of the P&S will be continued to investigate.
- Selectmen think the debt exclusion should be broken into 2 parts. One for the building; one for the renovations. Trustees are worried that the 1st might be approved but the 2nd part (for renovations) might not be accepted by the town. Representatives from FinCom agreed with the selectman. Their opinion is to secure the building – it's the most essential part at this point.

Susan to make contact with the superintendent of schools to make sure our communication with them is open and to see how the TPL can get involved with the Alert Now communication system.

On Meeting 5/23/12 there will be a PR meeting with the Friends & community to develop a PR plan to generate support of a new library. Discussion of many aspects of PR was discussed.

Lasting thought – think about how we are going to get the community on board to support the St. Mike's project.

Next meeting Wednesday 6/6/12 at 7:00 at Taft Public Library. Prior to that Town Meeting is 5/4/12; and a PR meeting on 5/23/12. In June, we will have to develop a plan for the community.

Susan Darnell made a motion to adjourn the meeting at 9:09. Bob Carlson 2nd, all in favor.

Taft Public Library
Board of Trustees Meeting
March 21, 2012
Executive Session

At 9:00 PM per MGL C30A S21, Bill McHenry moved to enter into executive session. Carolyn Peters 2nd. All in favor via "yea" vote.

Roll Call: Bob Carlson - yea, Kathy Carlson - yea, Bill McHenry - yea, Carolyn Peterson - yea

The purpose of the executive session is to consider the purchase of St. Michael's Church as meeting in open session would have a detrimental effect on the Trustees' negotiating position. The committee will return to open session.

The Diocese counter-offered our offer of \$300,000. Their counter offer is \$425,000.

Discussion of our next offer. Judy Leonelli suggested the following options:

- Stay with \$300,000
- Offer \$5,000 more
- Split the difference and offer \$362,500

Bob Carlson made a motion to direct Judy Leonelli to counter offer at \$305,000 and a decision was made to have a drop dead, walk away from the table offer of \$350,000. Carolyn Peterson 2nd. All in favor – unanimous.

At 9:28 Bill McHenry made a motion to move out of executive session. Carolyn Peterson 2nd, all in favor – unanimous.

Taft Public Library Trustee Meeting Notes
6/6/12

Attendees: Bob Carlson, Carrie Grimshaw, Bill McHenry (departed 8:50), Kathy Carlson, Carolyn Peterson (arrived 7:24), Susan Darnell, Andrew Jenrich, Leigh Martin (School Committee), Joe Maruszczak

Meeting called to order at 7:11 by Bob Carlson, 2nd by Bill McHenry.

Introductions were made to all in attendance.

Carrie reviewed the Director's Report. Additional discussion of the summer reading program whereas Joe agreed to allow Andrew to submit information for the Alert Now messaging system.

Discussion of the budget

- The budget looks like it's on track for the year
- Susan noted she spoke w/ Rich Schofield regarding the longevity bonuses due to three employees (\$500 total broken down by one-time payment and an hourly increase). His advice was to pay them & when the shortage occurs, transfer from another line item at a STM.

Joe & Andrew discussed the relationship with the library & schools system.

- In April, 1st graders came into the library to see it & get library cards. This program is to be continued in the fall and ongoing.
- Andrew discussed his idea of visiting the teacher's during an in-service day to explain the resources available (databases, collections, remote use of catalogue, etc.). He's spoken w/ Janice Gallagher in hopes of rolling this out at Clough first.
- Andrew visits the schools to talk about Summer Reading.
- Joe mentioned an idea he had about incorporating the community along with a larger learning community with a mass reading of a single text to discuss; invite other invested participants, etc. Obviously, having the TPL involved with the project.

Discussion of St. Mike's

- Susan made note of the amount of time she & Bill have put into the St. Mike's project
- There are 3 articles on the June Town Warrant
 - \$5,000 from the town budget to put down a non-refundable deposit
 - \$360,000 to purchase the property
 - \$1.7 million for renovations of St. Mike's property
- Susan and Bill attended a FinCom Meeting; a few FinCom members did not support the purchase; at a later meeting FinCom some members changed their opinion to support the purchase; another vote will be held later in the month to clarify the opinions
- The Historical Society met to discuss if St. Mike's could be considered a historical building ... it is not
- The June 26th town meeting is the key; trustees need to ensure a large turnout to either support the purchase article or the very least the \$5000 deposit

Bill discussed his research involving Blackstone Valley Tech.

- Bill met w/ Tom Belland from BVT who agreed that not this school year, but next school year all departments can get involved to help w/ the project
- By using the talents of BVT, they could save the project some money

Discussion of the next steps

- Getting people to the STM to vote
- If the P&S is in place stating our intent to vote in September & November then the article will be passed over. If the P&S does not become finalized by 6/26 then the vote will happen at that meeting.
- Carolyn suggested to use the voter registration
 - Joe suggested he provide the contact information for Kathleen Nicholson (rep for Mendon Upton Support Our Success ... MUSOS)
- Susan suggested we send an email to our personal Mendon friends informing them of the upcoming election
- Joe agreed to help get some Miscoe students to create a YouTube video about the library
- Carolyn inquired about the need to create an operating budget; discussion followed

The Special Town Meeting is 6/26/12. Our next meeting Wednesday, 7/11/12 at 7:00 at Taft Public Library.

Susan Darnell made a motion to adjourn the meeting at 9:12. Bob Carlson 2nd, all in favor.

Taft Public Library Trustee Meeting Notes
7/11/12

Attendees: Carrie Grimshaw, Bill McHenry, Kathy Carlson, Carolyn Peterson, Susan Darnell, Leigh Martin (School Committee), Kathy Schofield (7:15), Nick Schofield (7:20)

Meeting called to order at 7:10 by Kathy Carlson, 2nd by Bill McHenry.

Carolyn Peterson moved to accept the minutes of the meetings dated 4/18/12, 5/2/12, and 6/6/12. Bill McHenry 2nd, all in favor.

Discussion of longevity bonus. Susan summarized the situation whereas Claudia Cataldo advised Carrie that PT staff is not eligible for longevity bonus. Susan consulted with Selectmen who could not answer the question and would refer to town council. Currently we are waiting for town council to respond.

Discussion of Special Town Meeting of 6/26/12.

- Pleased with number in attendance
- Concerned with lack of young parents – suggested offering babysitting service for next STM

Carrie reviewed the Director's Report.

- Regarding the Cardboard Boat Race, a judge & boat race inspector are needed. Boat race scheduled for July 19 at 5:30. Nick Schofield volunteered to be the boat inspector. A judge is still needed. Nick will try to find a judge.
- Milford & Mendon boy scouts are planned to organize the books in storage at the Fire Station.
- 250 children have signed up for summer reading
- Many opportunities of positive PR in the last week in the Town Crier & Milford Daily News
- Carrie attended the ALA conference in California regarding libraries. Most interesting was the Rural & Tribal library committee.
- At the next meeting, to discuss the morale & number of hours employees are working

Discussion of St. Mike's voting information

- Last night's selectman's meeting, STM is scheduled for September 25th, and a ballot vote is scheduled November 6th
- The selectmen need to vote on the ballot questions next Monday to meet the state's deadline of August 8th. The specific dollar amount is not needed for the state ballot (deadline of 8/1) but it does need to be on the STM warrant.
- Carolyn Peterson moved to place an article on the ballot of 11/6/12 for the purchase of St. Michael's church for a sum of money, Bill McHenry 2nd, all in favor.
- Carolyn Peterson moved to place an article on the ballot of 11/6/12 for the renovation of St. Michael's church for a sum of money, Kathy Carlson 2nd, all in favor.
- Carolyn Peterson moved to place an article on the warrant for the special town meeting of 9/25/12 for the purchase of St. Michael's church for a sum of money, Bill McHenry 2nd, all in favor.
- Carolyn Peterson moved to place an article on the warrant for the special town meeting of 9/25/12 for the renovation of St. Michael's church for a sum of money, Kathy Carlson 2nd, all in favor.
- Susan will bring the previous motions to the selectmen to include on the ballot at special town meeting.

Discussion of St. Mike's Project information

- Summary of status of possibly turning rectory into affordable housing opportunity.
- Involving Blackstone Valley Tech students to help save on costs; win/win situation, but there are parts of the project that they cannot do. The architect would then need to portion the project creating more work (i.e. \$) for a construction manager, increased timeframe.
- Discussion held regarding forming a panel for the library – people who are for and most importantly, people against. Bill to contact Jay Byer to include w/ his outgoing email & respond to trustees email.

Discussion of the website

- Currently, there is a website for the TPL; the issue is to connect the information about St. Mike's with the TPL website
- Discussion of hiring a professional webmaster to create a website for TPL
- Another option is hiring LibraryWebsite.com who created the Holliston Library website. Startup fee \$1250, annual fee \$600
- Kathy Schofield to speak with a contact to see if he can create a website dedicated to the St. Mike's project
- Susan to speak w/ a retired teacher to see if she can create a website dedicated to the St. Mike's project
- Carolyn made a motion to use the TPL Friends offer to funding a website for the St. Mike's project with supplementary fees to be funded by State Aid with a cap of \$500 from State Aid. Kathy Carlson 2nd, all in favor.
- Carolyn made a motion to allow Susan Darnell to select a web designer for the funds previously voted on. Bill McHenry 2nd, all in favor.

Summary –

- Susan & Bill will continue to connect w/ BVT
- The affordable housing opportunity
- Keeping contact w/ town council regarding P&S
- Public Relations - Website for St. Mike's up & running; panel of supporters & non-supporters to enable us to obtain a lot of information, both + & -
- Possible getting Ken Best to attend an open informational meeting 9/12/12.

Our next meeting Wednesday, 8/1/12 at 7:00 at Taft Public Library.

Susan Darnell made a motion to adjourn the meeting at 9:30. Bill McHenry 2nd, all in favor.

Taft Public Library Trustee Meeting Notes
8/1/12

Attendees: Carrie Grimshaw, Bill McHenry, Kathy Carlson (exited 9:24), Leigh Martin (School Committee), Bob Carlson, Kathy Schofield, Carolyn Peterson (7:30)

Meeting called to order at 7:10 by Kathy Carlson, 2nd by Bill McHenry.

Bill McHenry moved to accept the minutes of the meeting dated 7/11/12. Bob Carlson 2nd, all in favor.

Carrie reviewed the Director's Report.

- Summer Reading program is going well. Continue to receive positive PR from press. 270 kids have signed up.
- Regarding the Cardboard Boat Race, it went off w/o a hitch.
- ARIS report due 8/24/12, Bob Carlson will sign due to the absence of Susan Darnell.
- Website – Bill called Matt Vincent who created a shell & they are working together to pull info from older format & put into new format
 - Carrie suggested the Trustees proofread the text
 - Bill acknowledged the site is fairly “empty” & needs help to get it more full
 - Discussion of divvying out the workload; suggested that employees help with the website – questions to be answered
 - Carrie & Bill to work on
- Discussion of longevity bonus. Per town counsel, several people are eligible for this personnel policy. The trustees are in agreement, that the Town Hall Payroll Department should determine how this is allocated to the employees whom are eligible. The trustees are aware this will affect the payroll line item in the budget. Until the policy is changed, it is the opinion of the board to follow the policy. Bill to contact FinCom for advice on how to proceed.
- Discussion of budget – salary line item is averaging on target. CWMARS bills paid.
- Discussion of staffing issues/morale – Staff is upset about budget issues. TPL used to be open 56 hours 2 years ago, now TPL open only 30 hours, so staff hours are down for all.
 - Susan suggested that a monthly staff meeting & Carrie wants to follow through with this on Fridays, after the library closes.
 - Seniority takes precedence with the schedule.
 - Carrie has also informed the staff that call outs should be made to her & not staff finding their own coverage.
 - A suggestion was to rotate the sub list so that everyone gets a fair chance of more hours.
 - A suggestion was to overlap the schedules by 15 minutes to allow staff time to explain the task to be completed
 - A suggestion was to have the staff fill out a survey as to what they like/dislike about the TPL & any suggestions they have
 - Staff is frustrated that they can't get the work done in the limited hours.
 - Staff is also frustrated with the new Evergreen software implemented by CWMARS. Carrie has made arrangements with CWMARS to come to TPL to do staff training.
 - Kathy Carlson made a motion to make the following decisions from the suggestions, Carolyn Peterson 2nd, all in favor.
 - Carrie will implement the monthly staff meeting & it will be paid for by state aid
 - Carrie will add 15 minutes to some shifts to provide overlap to explain the tasks to be completed, ensuring continuity for patron services. The salary line item will absorb this. It's estimated that the additional hours per week to be added is 1.
 - A staff survey will be generated to explain what they like/dislike about the TPL & any suggestions they have. It will be ready for the September staff meeting.
 - Carrie will create a sub list based on rotating priority. The rotation includes all part-time staff who will be offered an opportunity to fill in an open shift.

Discussion of St. Mike's

- Received today, the lawyers of St. Mike's accepted the option agreement
- Bill updated trustees of conversation with Tom Belland of BVT
 - BVT has not made a firm commitment or firm savings amount as of yet
 - Cannot commit to absolutely finishing the project, but they want to be involved. If that were the case, contractors would finish the job
 - Discussion of reliability of time frame
 - Discussion of delegating small tasks to ensure a better chance of completion
 - Discussion of budget still needs to be presented at \$1.7 million with known savings from the BVT but recognize that BVT can not commit to exact savings
 - Bill to go back to BVT to better determine types of projects that they think they can commit to in a school year – not completing tasks is a strong concern of the TPL Trustees
- One person responded to the St. Mike's panel.
 - Discussion of approaching citizens to join the panel
 - Kathy Schoefield volunteered to approach citizens that she knows who are for/against the Library project to be part of a panel.
 -

Discussion of Public Hearing on 9/12/12 at the Town Hall. It will be taped. It will public informational meeting about St. Mike's. The public is invited to come to learn more & ask questions. Action points for the Sept 12 meeting – advertise on Local Access cable, WMRC radio, get someone to videotape.

Jen O'Donovan was approached by Imperial Cars to have a booth at the Car Show, Friday, August 17. The question is do the trustees want to get involved. Yes.

Meeting adjourned at 9:35.

Our next meeting Wednesday, 9/5/12 at 7:00 at Taft Public Library.

Taft Public Library Trustee Meeting Notes
10/3/12

Attendees: Carrie Grimshaw, Bill McHenry, Kathy Carlson, Leigh Martin (School Committee), Bob Carlson, Susan Darnell
Andrew Jenrich

Meeting called to order at 7:05 by Susan Darnell, 2nd by Bill McHenry.

Bob Carlson moved to accept the minutes of the meeting dated 9/5/12. Bill McHenry 2nd, all in favor.

Carrie reviewed the Director's Report

- Carrie will be out of the building from 11/9 – 11/16; coverage will be required so payroll might be off a little that week
- Andrew will be away 11/21-11/26
- New shelving in the audio section, idea came from the staff meeting
- Book sale this weekend
- State Aid report will be ready this week & ready for signatures
- Carrie to attend NELA (New England Library Association) in Sturbridge this month
- Budget – salary line item on target
 - Spent to date 15% of salaries; 65.9% of contracted services
 - Discussion of professional development; ensure the staff knows that there is \$ available to pay them to go to professional development
 - Discussion of telephone service; currently TPL uses Verizon & AT&T for phone & long distance service; Bill to start the discussion of bundling w/ the phone package w/ town hall

Andrew updated the Children's Programming

- Story time has started, attendance is satisfactory
- Clough 1st graders will come this month to tour the building & get library cards
- Teen advisory group was asked to write a letter to the editor regarding the library
- Discussion of getting teen volunteers to come help out Children's department work load

Discussion of recognizing Carolyn Peterson's retirement from the board of Trustees

- All are welcome
- Potential dates are 10/17 or 10/24; Susan to make contact & see what is best for her

Discussion of September Town Meeting / November Elections

- After thoughts of the STM
- Letter campaign can be the turning point for the undecided voters

Issues to contend with going forward

- We need to have a solid answer as to what will happen with the current building
- How to get the word out that when/if the current building is vacant, the town would take possession of the building & CPA funds are available to renovate to comply with ADA; but if TPL stays in the current building making the building ADA compliant will greatly reduce the capacity of the building exasperating the space issue

Develop a list of Trustees

- Carolyn will soon retire and changed residency to the Cape which means she can no longer serve
- Bill McHenry will be resigning from the board effective 10/24
- Susan will be going to Florida this winter & Susan can Skype in
- New Trustees will be needed to replace Carolyn & Bill
- A few names were brainstormed from the Trustees who will be contacted by various members to elicit interest

Updates & Announcements

- A person complained about the term "St. Mike's" versus "former St. Michael's church"
- Seniority bonuses are owed; but cannot be paid until the next STM (November 22)
- Book Sale is Saturday 10/6/12 9:00 – 2:00

Meeting adjourned at 8:52.

Our next meeting Wednesday, 11/14/12 at 7:00 at Taft Public Library.

Taft Public Library Trustee Meeting Notes
10/31/12

Attendees: Kathy Carlson (exited 9:23), Bob Carlson, Amy Fahey, Susan Darnell, Andrew Jenrich, Leigh Martin (School Committee)

Meeting called to order at 8:35 by Bob Carlson, 2nd by Susan Darnell.

Susan introduced the topic of Director, Carrie Grimshaw appearing unhappy. They had a discussion where Carrie resigned, Wednesday October 24th. She has not sent a formal letter of resignation, but has verbally agreed to work until December 21st.

Susan has spoken with Andrew regarding ideas to move forward. She has also spoken w/ Jean Berthold who is the union representative.

Town policy is to post all job openings before reorganizing any staff personnel.

Per Susan's request, Andrew offered suggestions

- Combining the role of a full-time director w/ Director of Children's services – a problem would be the Summer Reading Program when a Children's Director's role is increased
- Combine the above mentioned roles, but then hire an administrative person to handle only the admin work
- Convert the full-time position to the Director's role and put the Director of Children's services at a part-time position

The group discussed the pros & cons of all the options.

Both positions need to be posted & interviewed & hired prior to mid-December so that Carrie can transition the new candidate in.

The decision was made that bullet point above #3 would be the best option for our purposes. Susan to attend BOS meeting to inform of the status and the decision made.

Meeting adjourned.

Taft Public Library Trustee Meeting Notes
11/19/12

Attendees: Bill McHenry, Kathy Carlson (depart 9:05), Don Morin, Bob Carlson, Andrew Jenrich, Susan Darnell, Amy Fahey, Dan Fleury (exit 8:10), Dan Gilmore

Meeting called to order at 7:10 by Susan Darnell, 2nd by Bob Carlson.

Amy Fahey moved to accept the minutes of the meeting dated 10/3/12. Bob Carlson 2nd, all in favor.

Per BOS, we do not need to post the position of Library Director. After a brief discussion, it was decided to appoint Andrew Jenrich to the full-time Director's position. The Children's Librarian position is presently on hold pending research to see if the position could be combined with another position already held by someone either in the schools or other libraries. After some discussion, it seems difficult as the job description is very site specific and Susan will go back to the selectmen to inform.

Also at the BOS meeting, the selectmen have advised the Trustees that we are in charge of organizing the closing and the details of the building committee. There is some confusion as to how/who will issue the funds for the purchase. Susan will keep in contact with Town Hall and will speak with Town Counsel to affirm payment will be made in a timely manner or extensions to the Purchase & Sale are created.

Dan Fleury spoke to the issue of a building committee. Dan recommends that there is representation on the committee who has construction experience. He also advised that the contractor be someone who speaks to the committee on lay-man level. Don Morin also provided input as to his experiences with construction and renovation. Next steps include making contact with other municipalities who have renovated libraries with volunteer experience to help us make decisions involving BVT and to determine what type of phase approach we would need before we go to bid. Don recommends that a mix of people would be best for the building committee, 8 – 12 people would be a reasonable amount. The meetings should be considered open meetings and should be posted and documented according to open meeting laws. The chairperson should be someone who has a considerable amount of time to offer.

Susan to make contact with people who have researched other libraries & have experience with building committees. Bill will send Dan Fleury more specific information about the BVT commitments. Dan offered to help advise when available, so he is welcome to invitations to meetings.

Dan Gilmore spoke to how to continue building public relations with the community. What is going to be different at the new location as compared to old TPL? Andrew commented on a happy medium between traditional books and technology and community space. Dan recommends a clear cut objective to ensure positive PR. That objective has yet to be determined. Bill discussed creating a community center which focuses on culture. Susan clarified that PR will be needed to help fund the operational budget and prevent future cuts. Don suggested a town survey asking the community what they want in a library; what prevents them from coming; what can we do to make the library more accessible? Dan suggested that the survey include 25-50 suggestions for various ways of reaching out to the community. For example, what would the community think about adding a revenue venue?

Discussion developed into what a 5 year plan might include ...

- Adult programming – authors come in
- Small business support
- A place to immerse yourself in reading for hours
- Tutoring services / navigating the internet

Susan read that a local library surveyed patrons about what physical parts of the library makes patrons comfortable. Some responses were ... beautiful gardens, coffee area, reading nooks, museum like displays (to house this particular towns' collection).

Meeting adjourned at 9:10.

Our next meeting is Wednesday, 1/9/13 at 7:00 at Taft Public Library.

Taft Public Library Trustee Meeting Notes
12/19/12

Attendees: Kathy Carlson, Bob Carlson, Andrew Jenrich, Susan Darnell, Amy Fahey, Dan Gilmore (appointed by Selectman November 26, 2012), Leigh Martin (School Committee)

Guests: Don Morin, Moritz Schmid, Kevin Rudden, Joe Cronin, Jay Washburn, Chuck Noel

Meeting called to order at 7:17 by Susan Darnell, 2nd by Bob Carlson.

The group introduced themselves to each other and spoke briefly about themselves.

Susan announced that Judy Leonelli has made a donation of \$9,000, which was her real estate commission. FinCom is currently seeking a volunteer from their board to attend Building Committee meetings.

Each attendee was handed a packet of information and discussion proceeded about:

- Building Committee charter
 - A few comments were made about the wording
 - A recommendation was made to run the charter by town counsel to compare against similar types of works
- Schematic drawings
- Project Manager role
- Blackstone Valley Tech's involvement
- Back up electrical plan in the case of power outage
- Who to hire first the architect or project manager?
 - Potential time frame
- It was recommended that town counsel be contacted to develop Request for Qualifications documents for the process of hiring an architectural firm

General discussion as to what to do to winterize the facility and rectory.

Questions/Concerns/Next Steps

Next steps – appoint the committee members, set a next meeting date – January 2, 2013

At that meeting a chair will be decided

Trustees to post the first meeting

Guests departed at 8:11

Dan Gilmore made a motion to appoint the building committee members as follows:

Don Morin, Moritz Schmid, Kevin Rudden, Joe Cronin, Jay Washburn, Chuck Noel, Paul Fitzgerald, Dan Labastie

Amy Fahey 2nd the motion, all in favor.

Dan Gilmore made a motion to have Susan Darnell and Amy Fahey represent the TPL trustees at the building committee meetings.

Andrew updated the trustees with the status of hiring a Children's Librarian. In the meantime, Andrew would like to ramp up the staff's hours by 3 hours/week for each employee. This change would be until the Children's Librarian position is filled. Susan made a motion to extend 3 hours per week to each employee until a Children's Librarian is hired. Dan Gilmore 2nd, all in favor.

Susan announced that the town employee union filed a grievance against the town because the Children's Librarian position was a union position, but the Director is not part of the union. They are grieving the fact that the Children's Librarian position was diminished to a part time position and they were not notified, hence TPL did not follow union

protocol. The union has made mention of including the Director position as part of the union. Discussion entailed about the benefits for the Directorship and the library.

The trustees discussed the option of creating a contract for the Director position to allow Andrew piece of mind for the position. The trustees agreed to wait until the selectmen make a decision on the union participation for the Director.

Kathy Carlson made a motion to accept the minutes of the meeting on 11/19/12. Susan Darnell 2nd, all in favor. Leigh Martin abstained from voting due to not in attendance at the meeting.

Discussion of the hiring process for the Children's Librarian. Andrew will screen the candidates prior to the January 9th meeting at which time, the trustees will interview 2 candidates for the trustees to meet along with an internal candidate.

Susan made a motion to adjourned at 8:55. Dan Gilmore 2nd, all in favor.

Our next meeting is Wednesday, 1/9/13 at 7:00 at Taft Public Library.

Agenda for next meeting

Acceptance of minutes for 12/19/12 meeting

At that meeting Amy will report out on the 1st building committee

Interview Children's Librarian