

Board of Trustees of the Taft Public Library

Minutes

Taft Public Library, Mendon, MA

Wednesday, Jan. 8, 2014

7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell, and Leigh Martin (School Committee) Absent: Michelle Brower

Also present: Library Director Andrew Jenrich; Jennifer O'Donovan, Friends of the Taft Public Library.

I Call to Order

The meeting was called to order at 7:10 PM by Susan Darnell.

II Approval

a. Nov. 6, 2013 Minutes

MOTION: On a motion of Amy Fahey to approve the November 6 minutes, seconded by Bob Carlson.

VOTED: Unanimous.

III Director's Report

Andrew Jenrich reported that Tara Windsor has been acclimating to her position as the new children's librarian: she has reinstated the lap-sit story time program, is starting to plan for summer reading program, will attend Feb. Trustees' meeting and will get acquainted with Clough Elementary School faculty soon.

Fall outdoor cleanup, including raking and gutter cleaning, has been completed. The boiler will be cleaned in the near future.

Book talks and signings and other library events are scheduled to take place in upcoming weeks.

IV Budget Report and STM Warrant

Most items are in line with expected costs. Salary lines are in line with projections; staffing has been adjusted now that the new children's librarian has been hired.

A discussion began about the proposed function and use of the rectory at the 29 North Avenue property. Rectory is an extra municipal building which has limited use and a negative impact on design; demolishing this building may be the best option. The library building committee will discuss further and bring their recommendation to the selectmen.

V Update on Building Committee

Building committee met with design team Abacus/Situ and presented a list of desirable features for the new building. Andrew will distribute a packet of related information to the trustees.

Trustees and design team met with the Green Communities group. The library wants to participate, but two problems exist. First, approval is needed to add new library site to the existing list. Also, applicants have to send in prior utility bills and future utility bills for comparatives, but we don't have energy bills for full capacity usage at 29 North Ave due to its being vacant. The state would have to accept a formula projection to prove efficiency. If these two conditions are met, Anne Mazar will write grant due in March for possible June decision.

VI Update on Historical Society Request

Susan consulted with an expert in library archiving regarding the Historical Society request and possible donations of documents and records, who recommended consulting with the Historical Records Advisory Committee and MBLC. Michelle Brower will research options and report back at the Feb. meeting.

VII Fundraising Campaign

Fundraising efforts are off to a good start. Kevin Rudden has contributed a \$10,000 challenge grant, and other generous community members have donated towards it. \$9,000 is still available from the failed joint library campaign with Upton (in an account being maintained by the Friends of the Taft Public Library).

Jennifer O'Donovan reaffirmed the Friends of the Library group's support for programming and activities. Friends group needs to understand needs and vision of Friends group in the future, in terms of expansion of fundraising efforts, raising more money, or keep things the same. The Friends are currently conducting a membership drive for more volunteers. Upcoming Friends meetings will be held the last Monday of every month, 1/27, 2/24, and the annual meeting on 3/31.

Susan mentioned that the Friends of the Library receive the donation checks, keep money in their account, and generate the 501c3 tax letters.

Fundraising event ideas were discussed, with trustees planning to brainstorm with constituent groups regarding interest. Naming and branding opportunities will also be identified in upcoming meetings.

VIII Updates and Announcements

Bob Carlson recommends that the elected library trustees request stipends in light of the improving budget and the restoration of town-wide stipends for other boards at last town meeting.

IX Future Agenda Items

Next meeting will be held on February 5, 2014, at 7:00 PM at the Taft Public Library.

Susan Darnell will be participating in the next three meetings remotely via Skype from FL.

X Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Sharron Luttrell.

VOTED: Unanimous.

Meeting was adjourned at 9:12 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
Wednesday, January 14, 2014
7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell, Jane Blackwood and Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:05 PM by Susan Darnell

II Approval of Minutes

December, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the Dec. 9, 2014 minutes seconded by Leigh Martin.

VOTED: Unanimous

III Director's Report

Andrew reported that the Town has asked the Collins Center for Public Management to do an appraisal of the job descriptions and duties of town employees from all departments. Susan noted that the position of library director requires a masters degree and is a supervisory role with hiring and firing responsibilities.

Andrew reported that we have secured 400 bays of shelving for free from the Boston Public Library archives in Norwood. The acquisition has saved the library roughly \$100,000 and is sufficient to contain the adults and children's collections. We'll have to make sure the shelving will be secure and stabilized when it's cut down for the children's room.

Andrew presented the FY16 budget to the Finance Committee. The Fincom suggested level funding.

Andrew pointed out that library use has increased by 40 percent and the programming budget is severely underfunded. The trustees agreed that Andrew should not present a level funded budget, but instead request additional funds to bring the programming budget to its previous level of \$10,000.

Some 60-70 people attended the Holiday House Tour

Upcoming events include a jewelry workshop in February and a Friends-sponsored cookie decorating party.

Also coming up is a giant game night. There was some discussion of allowing patrons to check out the giant games.

IV Budget Review

Andrew presented the monthly budget, salary, and State Aid reports.

The cost of supplies is going up, which has put a strain on that line item.

Susan proposed transferring money from the state aid or Children's Gift Account to the programming account to help pay for supplies for programming.

MOTION: On a motion of Amy Fahey to authorize Andrew to spend up to \$3,000 from State Aid and the Children's Gift Account to be used for adult and children's program during this fiscal year, seconded by Jane Blackwood.

VOTED: unanimous

V Open Space Initiative (Deed change at 131 North Ave.)

MOTION: On a motion of Leigh Martin, to remove the Taft Public Library from the deed and relinquish trustees' control over said parcel of land amendable to town counsel's wording in Susan's email, seconded by Amy Fahey.

The description of the land is as follows: "A certain parcel of land located in Mendon, Worcester County, Massachusetts, on the southeasterly side of Hopedale Street and the northeasterly side of North Avenue, consisting of 29.7 acres, shown as "Assessors Map 3 Assessors Lot #131," on a plan entitled "Plan of Land in Mendon, MA, Prepared David Lowell" by Shea Engineering & Surveying Co., Inc., which plan is recorded with the Worcester District Registry of Deeds in Plan Book 755, Plan 75 and to which plan reference may be made for a more particular description of said parcel."

VOTED: unanimous

VI Building Committee report

The budget shortfall is down to \$76,000. The Board of Selectmen recommended setting the funding goal at \$100,000 to cover any additional needs that arise.

A brochure will be included in the next issue of the *Town Crier*. It describes the reasons for shortfall and lists donation levels and naming opportunities.

Building Committee minutes are posted after every meeting as well as a donation log. There have been a lot of donations so far.

Building Committee member Paul Fitzgerald may get some furniture donated.

The school district is giving the library PCs for minimal cost.

BVT will build circulation desks.

VII Friends of the Library update

There is a board meeting scheduled for January 26. New officers will be elected.

VIII Annual report

The board briefly discussed the library's annual report that Andrew will submit to the town.

IX Book storage

Susan wants to know why we're storing books that nobody wants. Andrew said there may be one-quarter to one-third that we will want to keep. He will consider whether it's worth the staff's time to go through the books to determine which ones to keep.

X Fundraising

Jane talked with Colleen about a garden tour. Colleen offered to help organize the tour and ask customers if they are willing to include their gardens in the tour.

Sharron spoke with art tile companies about fundraising for a tile wall for the children's room. Susan will talk with the architect about where the wall might go.

The Quilt Guild will continue its fundraiser of embroidering the names of people who donate \$50 on the quilt that it donated to the library.

XI Future Agenda Items

Next meeting will be held on Wednesday, February 11, 2015, at 7:00 PM at the Taft Public Library.

XII Adjournment

MOTION: On a motion of Sharron Luttrell to adjourn the meeting, seconded by Susan Darnell

VOTED: Unanimous.

Meeting was adjourned at 9:10 PM.

Minutes by Sharron Luttrell

Wednesday, Feb. 12, 2014

Trustees present: Bob Carlson, Susan Darnell via Skype, Amy Fahey, Sharron Luttrell, and Leigh Martin (School Committee)
Absent: Michelle Brower

I Call to Order

It was announced that Susan Darnell will be participating remotely as geographic distance will make her attendance unreasonably difficult pursuant to 940 CMR 29.10 (5) (e). The requirements of remote participation were briefly summarized, including all votes being taken by roll call.

a. Jan. 8, 2014 Minutes

MOTION: On a motion of Sharron Luttrell to approve the Jan. 8, 2014 minutes, seconded by Amy Fahey.

VOTED: Unanimous by roll call.

Tara Windsor is establishing relationships with the community, including the schools, and assuming more responsibilities, such as maintaining the webpage. Staff members and a volunteer have been working on projects involving storage and discarding of books.

The electric meter at 29 North Ave. has been replaced with a digital model and will be more accessible and accurate than the prior model, allowing for remote readings.

The Taft Public Library Town Report for 2013 was submitted by Susan and Andrew to the Board of Selectmen's office. Town Report highlighted areas including updates on the building committee and the hiring of the OPM and architect; the Friends' efforts and fundraising; and the current status of children's librarian position.

On Wednesday, January 22nd Andrew met with the Finance Committee to present the FY15 Budget Proposal for the library.

The Finance Committee members were informed of the criteria to maintain the library's certification, including that 19% of budget has to be spent on books for certification. Budget line increases exist in contracted services, books, programming, and fuel; remaining account lines are level-funded. The municipal appropriation is a concern. Last week the MA Board of Library Commissioners granted a waiver of MAR, so we are certified to receive state aid.

V Report on Building Committee/Discuss Design Proposal/ Green Communities

The Building Committee met with the architect last week and discussed plans. Andrew explained the features of the new library using the plans and noted aspects and areas that may need to be improved in future iterations. Building Committee wants the new design to meet the needs of the trustees and all users.

Susan updated on Green Communities; Anne petitioned state to see if the St. Michael's building could be added in to the list to be considered for funding; as of yet no response has been received. There is a good chance it will be approved but the grant proposal is due 3/31. Windows, insulation, hot water heater, boilers could be covered. It is still undetermined at this date whether or not grant will be pursued.

VI Update on Historical Society

This agenda item was passed over. Susan will provide an update in a future meeting.

VII Friends of Library Update

Amy reported that the Friends have enough money for programming and are ascertaining a direction for membership and fundraising. Some money has been contributed toward the Rudden challenge. Otherwise, a Capital campaign, grants, and other ways to contribute are being investigated. Donation buttons are being put on the website for PayPal donations. The next Friends meeting will be held on March 31, 2014.

VIII Review 9/13 Work Plan

Susan remarked on our steady progress on achieving goals and encouraged the group to consider what needs to be added or dropped down the priority list. Adding the Historical Society request is needed. Andrew will share fundraising opportunities with the Friends group via Amy. Revised plan will be circulated in the near future.

IX Trustee Positions

Michelle Brower has not taken out nomination papers for the May election and does not plan to run. Susan Darnell will be running for re-election.

X Updates and Announcements

Susan mentioned having contact with a group called Tutors with Tails, which promotes literacy by providing certified dogs for children to read to in the library. This program may be considered for the future in our new location.

XI Future Agenda Items

Next meeting will be held on March 5, 2014, at 7:00 PM at the Taft Public Library.

Policies and Procedures update

Susan Darnell will be participating in the next two meetings remotely via Skype from FL.

XI Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Sharron Luttrell.

VOTED: Unanimous.

Meeting was adjourned at 9:18 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Wednesday, Mar. 5, 2014

7:00 PM

Trustees present: Bob Carlson, Susan Darnell via Skype, Amy Fahey, Sharron Luttrell, and Leigh Martin (School Committee) Absent: Michelle Brower

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:05 PM by Bob Carlson.

It was announced that Susan Darnell will be participating remotely as geographic distance will make her attendance unreasonably difficult pursuant to 940 CMR 29.10 (5) (e). The requirements of remote participation were briefly summarized, including all votes being taken by roll call.

II Approval

a. Feb. 12, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the Feb. 12, 2014 minutes as amended, seconded by Leigh Martin.

VOTED: Unanimous by roll call.

III Director's Report

Staff hours have been increased. Staff gave feedback on the new proposed library designs, which were communicated to the Building Committee.

The furnace will be cleaned and maintained soon by Boucher Energy. The fire alarm system has been repaired following a failed test. Loss Control Recommendations from MIIA are being addressed.

Tutors with Tails, a volunteer program which provides trained dogs as an audience to help foster a love of reading in young learners, seems promising and may be implemented in the near future.

The Library Holds system has been refined to keep more of our items here and available for our patrons at Taft.

IV Budget Review

Andrew presented the monthly budget, salary, and State Aid reports.

V Report on Building Committee

The heating system in the new building was recently discussed by the Building Committee, as well as the public well.

VI Updates and Announcements

Michelle Brower resigned as a trustee, effective immediately.

VII Update on Historical Society

Susan had no new updates to report.

VIII Friends of Library Update

The website has been updated and a PayPal button has been integrated. The Friends annual meeting will be held on April 28 at the Senior Center. Tara Windsor will attend to request funding for summer programming. Some fundraising ideas are being investigated.

IX Policies and Procedures

All library job descriptions need to be modified to contain references to the policy on confidentiality of library patron records.

MOTION: On a motion of Amy Fahey to approve library job descriptions for Library Director, Children's Librarian, and Library Technician as amended, seconded by Sharron Luttrell.

VOTED: Unanimous by roll call.

Sharron presented two policies regarding conduct of staff and patrons.

MOTION: On a motion of Leigh Martin to approve Staff Conduct Policy and Patron Conduct Policy, as amended, seconded by Amy Fahey.

VOTED: Bob Carlson, Sharron Luttrell, and Leigh Martin voted affirmatively by roll call; Susan Darnell abstained.

X Future Agenda Items

Next meeting will be held on April 2, 2014, at 7:00 PM at the Taft Public Library.

Upcoming policies for review: Circulation Policy; Meeting Room/Facilities Use Policy; Website Policy; Social Networking Policy; Internet Use Policy, including Wireless Devices; Display and Exhibit Policy; Inclement Weather Policy; Emergency Response Policy.

Susan Darnell will be participating in the next two meetings remotely via Skype from FL.

XI Adjournment

MOTION: On a motion of Susan Darnell to adjourn the meeting, seconded by Amy Fahey.

VOTED: Unanimous.

Meeting was adjourned at 8:38 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Wednesday, April 2, 2014

7:00 PM

Trustees present: Bob Carlson, Susan Darnell via Skype, Amy Fahey, and Leigh Martin (School Committee)
Absent: Sharron Luttrell

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:18 PM by Bob Carlson.

It was announced that Susan Darnell will be participating remotely as geographic distance will make her attendance unreasonably difficult pursuant to 940 CMR 29.10 (5) (e). The requirements of remote participation were briefly summarized, including all votes being taken by roll call.

II Approval

a. March 5, 2014 Minutes postponed until May

III Director's Report

Andrew reviewed recent events and projects at the library. Many interesting activities, including Tutors with Tails, a children's author talk, and Art Clubs will be upcoming this month as well.

IV Budget Review

Andrew presented the monthly budget, salary, and State Aid reports. Fuel bills have been high this year; that line has been spent through. State Aid has not been used this year.

V Report on Building Committee

Susan reported that the Building Committee has been continuing to meet almost every week. The type of heating system at the new site has been under discussion; a heating, air conditioning and dehumidifying system has been chosen. Anne Mazar is waiting for information to proceed with the Green Communities grant. Soil testing needs to be done under the elevator area. Some items from the old church will be available for purchase. Public water supply issues are being discussed.

VI Update on Historical Society

Susan reported that the Historical Society will be focusing on digitizing their collection and we do not need to allocate space for their materials in the new library space.

VII Friends of Library Update

Amy reported that the current Board of the Friends will be resigning at the annual meeting; new Friends need to step forward to continue programs and benefits that patrons and residents have been enjoying.

The Friends annual meeting will be held on April 28 at the Senior Center. Tara Windsor will attend to request funding for summer programming.

VIII Policies and Procedures

The Library Internet Use Policy, Policy on Weather-Related Closings, Library Program Policy, and Circulation Policy were read over and discussed. Final versions will be circulated for a vote at the May meeting.

IX Updates and Announcements

An Edna St. Vincent Millay scholar will be speaking at the Unitarian Church and Andrew has been asked to assist in facilitating attendance at this lecture.

The Senior Center book sale will take place this weekend.

X Future Agenda Items

Next meeting will be held on May 7, 2014, at 7:00 PM at the Taft Public Library.

XI Adjournment

MOTION: On a motion of Susan Darnell to adjourn the meeting, seconded by Amy Fahey.

VOTED: Unanimous.

Meeting was adjourned at 8:24 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Special Meeting, April 16, 2014

7:15 PM

Trustees present: Susan Darnell via Skype, Amy Fahey, Leigh Martin (School Committee), and Sharron Luttrell

I Call to Order

The meeting was called to order at 7:19 PM.

It was announced that Susan Darnell will be participating remotely as geographic distance will make her attendance unreasonably difficult pursuant to 940 CMR 29.10 (5) (e). The requirements of remote participation were briefly summarized, including all votes being taken by roll call.

II Guardian Energy payment

MOTION: On a motion of Amy Fahey, seconded by Sharron Luttrell, to allocate \$1,100 from State Aid to Guardian Energy for an energy audit and information relating to the Green Communities grant application for the new library.

VOTED: Unanimously approved by Roll Call vote

III Adjournment

MOTION: On a motion of Sharron Luttrell to adjourn the meeting, seconded by Amy Fahey.

VOTED: Unanimous.

Meeting was adjourned at 7:40 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
Wednesday, June 25, 2014
7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell,
Jane Blackwood

Absent: 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 Susan Darnell

II Approval

May 7, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the May 7 2014 minutes, seconded by Bob Carlson.

VOTED: Unanimous, with Jane Blackwood abstaining.

III Director's Report

The Summer Reading program is showing early signs of success. Ninety-seven children and 47 adults attended the kickoff at Clough School. Participants are already redeeming their hours for prizes. Some signups for activities are already full and have wait lists.

There is a long waiting list for the Tutors with Tails program.

Roughly 15 kids attended the teen volunteer meeting. There was discussion about assigning the teenagers to tasks such as redeeming reading hours for prizes. This will free up the librarian at the circulation desk. Susan wondered if we can have a confidentiality statement that volunteers sign so they can staff the circulation desk. Andrew will move the prize redemption area to the table downstairs instead of at the circulation desk to unclog that area and free up the librarians to check out books.

Bob Carlson and Susan Darnell volunteered to be judges at the Cardboard Boat Race.

IV Budget Review

Andrew presented the monthly budget, salary, and State Aid reports. He expects to have spent all but under \$40 in salaries for FY13 and hopes to finish the year with less than \$200 left in the budget.

V Report on Building Committee

Ann Mazur submitted a Green Communities grant request in the amount of \$125,000 for a heating system at 29 North Ave.

Roots are clogging the septic system. The committee is looking into whether the system can be repaired or will need to be replaced.

BVT has done some demo work on the site. Hoping to get them back in September, along with inmates from Worcester County Sheriff's office.

Jane said she would look into whether bookshelves might be available through closed book stores, such as Barnes & Noble and Borders.

VI Updates and Announcements

Martha and Dick Grady and Don Trainor are producing a DVD focusing on the Taft library and other historic parts of town. They will donate proceeds from DVD sales to the library building fund.

Sen. Moore has filed an amendment to a capital finance bill that would authorize the administration to seek bond financing for projects, including \$1.2 million for the library. Will find out in several weeks if it makes it into the general house.

VII Friends of Library Update

There is some confusion about when the Friends will next meet. Andrew said there are people who expressed interest in joining. He is concerned their interest will wane if there isn't a meeting until the fall.

Susan said we would like a fundraising report from the friends so we'll know how we're progressing with Kevin Rudden's matching challenge. Amy said she will pass this request on to the Friends.

Susan reported that at the last meeting of the trustees, library staff and trustees asked what their involvement could be in fundraising. The State Ethics Commission said staff can be involved with fundraising and so can trustees. However, staff must limit their fundraising activities to non-work hours. Also, we may not use the library as a site for a fundraiser.

VIII Election of Officers

MOTION: On a motion of Amy Fahey to nominate Sharron Luttrell as secretary, seconded by Jane Blackwood.

VOTED: Unanimous

MOTION: On a motion of Sharron Luttrell to nominate Amy Fahey as vice chairman, seconded by Susan Darnell.

VOTED: Unanimous

MOTION: On a motion of Amy Fahey to nominate Susan Darnell to be chair, seconded by Sharron Luttrell.

VOTED: Unanimous

IX Future Agenda Items

Next meeting will be held on July 23 2014, at 7:00 PM at the Taft Public Library.
Susan asked that we think of goals for the coming year.

One of our two tasks is to figure out how to rebrand the library and communicate this to the community. Our second task is to communicate our need for funding, both for a capital campaign to complete the building and to increase the number of hours the library is open.

X Adjournment

MOTION: On a motion of Susan Darnell to adjourn the meeting, seconded by Amy Fahey.

VOTED: Unanimous.

Meeting was adjourned at 9:05 PM.

Minutes by Sharron Luttrell

Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Wednesday, May 7, 2014

7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, and Leigh Martin (School Committee), Sharron Luttrell

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

I Call to Order

The meeting was called to order at 7:06 PM by Susan Darnell.

II Approval

a. March 5, 2014 Minutes

b. April 2, 2014 Minutes

c. April 16, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the March and April minutes, seconded by Leigh Martin.

VOTED: unanimously approved.

III Director's Report

Susan commended Andrew on his informative and well-written director's reports.

Staff has questions about their role in fundraising and what would be a conflict. Susan will follow up with Margaret Bonderenko and report back.

The Parks Dept. will be handling lawn maintenance and yard work for the library.

Many well-attended programs were offered throughout April with more planned for May. Teen volunteer applications are also being distributed to help with library and Friends events.

IV Budget Review

One more fuel fill may be needed this year. Everything else is within normal limits.

V Report on Summer Reading Program

Tara circulated a calendar of summer reading events and discussed the many activities and programs that will be taking place, including Mad Science, book clubs, author visits, giant game day, cardboard boat race, worm race, Lego club, and Tutors with Tails.

VI Report on Building Committee

Amy reviewed the schematic design cost estimate for the 29 North Ave. site.

VII Policies and Procedures

The final versions of Library Internet Use Policy, Policy on Weather-Related Closings, Library Program Policy, and Circulation Policy were reviewed.

MOTION: On a motion of Amy Fahey to approve the Library Internet Use Policy, seconded by Sharron Luttrell.

MOTION: On a motion of Amy Fahey to approve the Policy on Weather-Related Closings, seconded by Sharron Luttrell.

MOTION: On a motion of Amy Fahey to approve the Library Program Policy, seconded by Sharron Luttrell.

MOTION: On a motion of Amy Fahey to approve the Circulation Policy, seconded by Sharron Luttrell.

VOTED: Unanimously Approved

VIII Report on Friends of Library

Amy reported that most members of the current Board of the Friends resigned at the annual meeting. Jennifer O'Donovan will remain as president until new members join. New Friends need to step forward to continue programs and benefits that patrons and residents have been enjoying.

IX Discussion of Next Year's Plan deferred until June

X Updates and Announcements none

XI Future Agenda Items

Next meeting will be held on June 25, 2014, at 7:00 PM at the Taft Public Library.

XII Adjournment

MOTION: On a motion of Sharron Luttrell to adjourn the meeting, seconded by Amy Fahey.

VOTED: Unanimous.

Meeting was adjourned at 9:13 PM.

Minutes by Leigh Martin

Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Wednesday, July 23, 2014

7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, Jane Blackwood, Sharron Luttrell, Leigh Martin (for School Committee)

Also present: Library Director Andrew Jenrich, Children's Librarian

I Call to Order

The meeting was called to order at 7:03 PM by Susan Darnell.

II Approval

a. June 25, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the June minutes, seconded by Bob Carlson

VOTED: unanimously approved.

b. July 10, 2014 minutes

MOTION: On a motion of Amy Fahey to approve the July 10 minutes, seconded by Leigh Martin

VOTED: approved with Jane Blackwood abstaining

III Director's Report

280 kids registered for Summer Reading. Children's Library Tara Windsor has done a really nice job with it. There's a lot of enthusiasm and lot of people coming into the library as a result.

Ended FY14 with \$21.56 in staff salaries line item and \$19.16 left in expenses.

Andrew took some A/V carts and an atlas table from the old Franklin High School and moved it into the rectory.

Cardboard boat race went well. The Friends group raised \$125 at the boat race by holding a 50/50 raffle.

New library cards have come in. Keychain and wallet cards are available. We won't charge for them.

IV Fundraising

Our goal for the challenge grant is \$50,000. Deadline is the opening of the new library building. We need to communicate that donations are tax deductible.

Decision to create a schedule of events to publicize in advance. Will invite the Friends to a Trustees meeting to discuss.

VI Report on Building Committee

The committee will be going over the budget with the architect and Bill McHenry, Green Communities coordinator on July 29.

VIII Report on Friends of Library

There are three new members and there seems to be a good energy.

X Updates and Announcements

Still waiting on estimate to clear out the leach field

Andrew found a wording problem in his contract

MOTION: On a motion of Amy Fahey to strike the word “half vacation day” and substitute “half holiday” from Andrew’s employment contract as amended, seconded by Bob Carlson

VOTED: approved unanimously

XI Future Agenda Items

Next meeting will be held on September 3, 2014, at 7:00 PM at the Taft Public Library.

XII Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Bob Carlson.

VOTED: Unanimous.

Meeting was adjourned at 8:52 PM.

Minutes by Sharron Luttrell

Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Wednesday, September 3, 2014

7:00 PM

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

Also present: Library Director Andrew Jenrich and Friends of the Taft Public Library members, Ron Bloch and Jennifer O'Donovan

I Call to Order

The meeting was called to order at 7:04 PM by Susan Darnell.

II APPROVAL

July 23, 2014 meeting minutes

MOTION: On a motion of Amy Fahey to amend the July 23 meeting minutes to include Amy Fahey's follow-up email listing potential fundraising activities, seconded by Leigh Martin.

VOTED: Unanimous

III. Director's Report

Staff hours have been ramped down after being ramped up during the summer.

Longevity bonuses have been awarded to three staff members. Susan pointed out that practice has been for Town Meeting to add funds to cover the bonuses rather than for the money to come from existing funds in the library budget. Andrew will check to find out how the bonuses will be funded.

Andrew reported that the library's WiFi is spotty. Worldband says it's because router is a consumer model, which is not as reliable as a commercial model. The wiring and fluorescent lights may be contributing to the problem.

Andrew is looking for a way to fund bimonthly staff meetings out of existing funds, which would cost \$500-\$550 annually. Susan suggested using state aid to pay for the meetings.

MOTION: on a motion of Amy Fahey to fund regularly scheduled staff meetings out of state aid if there's no reasonable alternative, seconded by Jane Blackwood.

VOTED: Unanimous

Andrew reported that there were 50 programs offered in the *Fizz, Boom, Read!* Summer Reading incentive program, which is 20 more than last year, and 287 children signed up, 40 more than last year.

The Taft Teen Advisory group will be starting up in October.

The ARIS report was completed. The Taft library continues to be a net lender in the Central region, meaning we lend more books to other libraries than we request from other libraries.

IV. Fundraising

Discussed specific fundraising ideas with members of the Friends and assigned tasks.

Susan will divide the list into one-time events and ongoing fundraisers.

V. Building Committee update

We have been awarded a \$6,000 grant from Green Communities. We will have free labor from the Worcester County Sheriff's department for two weeks. Don Morin bought cases of Gatorade and Vinnie Cataldo bought hand tools for the workers. Kevin Rudden and Susan Darnell will provide lunches on some days. The rest of the time, lunches for the workers will be paid for from the state aid account.

VI. Friends of the Library update

The Friends have ordered two donation banks. The Friends will be sending the trustees the latest figures on donations toward the challenge grant.

VII. Updates and Announcements

The town administrator questioned why the trustees rather than the town create Andrew's contract. Andrew will check with town counsel about this. .

IV Future Agenda Items

The next meeting of the Taft Library Board of Trustees will be held on October 1, 2014, at 7 p.m. at the Taft Public Library.

V Adjournment

MOTION: On a motion of Amy Fahey to adjourn the meeting, seconded by Leigh Martin.

VOTED: Unanimous.

Meeting was adjourned at 9:10 p.m.

Minutes by Sharron Luttrell

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
Wednesday, Oct. 1, 2014
7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell,
and Leigh Martin (School Committee)
absent: Jane Blackwood

Also present: Library Director Andrew Jenrich and Children's Librarian Tara Windsor

I Call to Order

The meeting was called to order at 7:01 PM by Susan Darnell

II Approval of Minutes

September, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the Sept. 3, 2014 minutes as amended to include correction, seconded by Bob Carlson.

VOTED: Unanimous

III Director's Report

A library staff meeting is scheduled for Oct. 24, and will be funded through the state aid account.

There's an infestation of moles in the back storeroom. A mole extraction will cost \$300-\$600. This will be covered by funds in the building maintenance account. Susan suggested Andrew ask the exterminator for a guarantee.

The town coordinator has asked for an initial budget request for FY16 by November 1. Andrew noted that it will be difficult to create this budget request because of uncertainty about when in FY16, if at all, the new building will be occupied. After discussion, it was decided that Andrew will ask Joe Cronin when he expects we'll be in the new building. He will ask the Building Committee for estimates on fuel and light budgets.

IV Budget Review

Andrew presented the monthly budget, salary, and State Aid reports.

V Review and Decide the Fundraising Strategies and Calendar

Amy will head up the 2014 Holiday House Tour.

Amy reported on her research into a drive-in movie fundraiser. She is still waiting to hear back from co-owner Michael Andelman.

Andrew reported on his research into a garden tour fundraiser. He suggested it be scheduled for June, include five or six varied gardens in tour and include a five- or six-hour window for the tour. We need someone to helm this.

The book sale will be held Saturday, Nov. 8, behind the library. Cost will be \$12 to fill a bag. (\$7 profit). A portion of the proceeds will be used to fund the teen group.

Tara described a Christmas ornament fundraiser.

MOTION: Amy moves to authorize payment of \$822 from the Children's Gift Account to cover the initial outlay for the Christmas ornaments, seconded by Sharron.

VOTED: Unanimous

Tara reported on information from Jennifer O'Donovan about a cookbook fundraiser. She also relayed that Jennifer spoke to Willowbrook about doing a wine tasting.

Friends member Sue Allen will lead a gingerbread house decorating workshop at the senior center. The charge will be \$25 per participant.

Jennifer will also investigate asking Whole Foods to donate 5% of its total sales one day.

Joyce Gilmore will let Susan know if the Quilt Guild will donate a quilt to raffle off.

Amy will come up with a price list for naming rights in the new library building.

VI. Possible discussion of deed change on 131 North Ave

The trustees received a request from the Mendon Agricultural Commission to transfer the land to selectmen to allow for agricultural use. Bob raised the question of whether the land would be farmed for profit. The trustees will request an answer from the Mendon Agricultural Commission.

VII. Report on Building Committee

The Worcester County Sheriff's department had inmates doing demolition work for two weeks. Susan brought food for them on three days and Kevin Rudden brought food from the Miss Mendon diner, Deluxe Pizza and Oliva's.

The design development documents may be ready by the next meeting.

The committee received a \$6,000 grant to write the design specs for the HVAC system.

Susan noted that Building Committee members are using their own money to buy tools and supplies and they are also doing cleanup work without compensation.

VII Friends of Library Update

Turnout for meetings has been low.

IX Future Agenda Items

Next meeting will be held on Tuesday, November 4, 2014, at 7:00 PM at the Taft Public Library.

X Adjournment

MOTION: On a motion of Susan Darnell to adjourn the meeting, seconded by Amy Fahey.

VOTED: Unanimous.

Meeting was adjourned at 9:15 PM.

Minutes by Sharron Luttrell

Board of Trustees of the Taft Public Library Minutes

Taft Public Library, Mendon, MA

Thursday, July 10, 2014

7:00 PM

Trustees present: Susan Darnell, Amy Fahey, Sharron Luttrell

Absent: Bob Carlson, Jane Blackwood, Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich

I Call to Order

The meeting was called to order at 7:05 PM by Susan Darnell.

II Director's Employment Contract

a. Amended employment contract of Library Director Andrew Jenrich

MOTION: On a motion of Amy Fahey to approve Andrew Jenrich's employment contract as amended, seconded by Sharron Luttrell

VOTED: Unanimous

III. Updates and Announcements

Susan Darnell presented information about the need to cut brush that is covering the septic system at North Ave. Library Building Committee member Kevin Rudden volunteered, but the job proved to be too big for one person. Susan estimated a landscaper would charge around \$600 to mow the area. Susan recommended taking the money from the state aid account.

MOTION: On a motion of Amy Fahey to approve an invoice of up to \$1,000 to hire a landscaper to clear the septic field, seconded by Sharron Luttrell.

VOTED: Unanimous

IV Future Agenda Items

Next meeting will be held on July 23, 2014, at 7:00 PM at the Taft Public Library.

V Adjournment

MOTION: On a motion of Susan Darnell to adjourn the meeting, seconded by Sharron Luttrell.

VOTED: Unanimous.

Meeting was adjourned at 7:35 PM.

Minutes by Sharron Luttrell

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
Tuesday, Nov. 4, 2014
7:00 PM

Trustees present: Bob Carlson, Susan Darnell, Amy Fahey, Sharron Luttrell, Jane Blackwood, and Leigh Martin (School Committee)

Also present: Library Director Andrew Jenrich and Children's Librarian Tara Windsor

I Call to Order

The meeting was called to order at 7:07 PM by Susan Darnell

II Approval of Minutes

October, 2014 Minutes

MOTION: On a motion of Amy Fahey to approve the October 1, 2014 minutes, seconded by Bob Carlson.

VOTED: Unanimous with Jane Blackwood abstaining because she was not present for the meeting

III Director's Report

There will be less processing of new material so the staff can take care of shelf maintenance.

All Clough students (76 children) have visited the library. They each received a library card.

Children's Halloween party was a success.

The Friends meetings have been poorly attended. Andrew and/or Tara attend each meeting to support the efforts of the Friends. There was discussion on how to augment fundraising effort by expanding the group.

Some library staff are volunteering their time to help with the upcoming book sale. Friends members and teen advisory group members are also volunteering.

The library funds museum passes now so Friends can focus on fundraising for the capital campaign.

The Boston Public Library is giving away shelving from its archives in Norwood. Andrew will look into securing some. UMass Boston has shelving to give away, too.

IV Budget Review

Andrew presented the monthly budget, salary, and State Aid reports.

V. FY16 Initial budget review.

Andrew presented the FY16 initial budget estimate.

The estimated budget is \$218,946.52, which is about \$60,000 over current budget, though the estimate could go up based on building maintenance and a rise in electricity costs.

The budget restores operating hours to 52 hours/week, which translates to \$28,000 additional in salaries. The library would be open 22 additional hours per week. New hours would be:

10-8 Monday, Tuesday, Wednesday, Thursday

10-5 Friday

9-2 Saturday

22 hours additional per week.

Susan pointed out that the budget estimate is closer to what the town of Mendon should be budgeting for its library, according to MBLC. Each year, Mendon has to apply for a waiver because we're always below that figure.

VI. Old business

Deed change at 131 North Ave.

Trustees agree that we would like to be better informed before voting to give up the land.

MOTION: On a motion of Amy Fahey to Amy moves to postpone a decision on transferring the deed, Leigh seconds.

VOTED: Unanimous

VII Friends of Library Update

Andrew says very few people show up for Friends meetings. Only about four or five. Lots of wheel spinning.

Andrew and Tara are doing the lions' share of Friends type work.

Trustees will each personally ask people to join the Friends.

IX Future Agenda Items

Next meeting will be held on Wednesday, December 10, 2014, at 7:00 PM at the Taft Public Library.

X Adjournment

MOTION: On a motion of to adjourn the meeting, by Amy Fahey seconded by Jane Blackwood.

VOTED: Unanimous.

Meeting was adjourned at 9:31 PM.

Minutes by Sharron Luttrell

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
Tuesday, Dec. 9, 2014
7:00 PM

Trustees present: Susan Darnell, Amy Fahey, Sharron Luttrell, Jane Blackwood, and Leigh Martin (School Committee)

Absent: Bob Carlson

Also present: Library Director Andrew Jenrich and Ellen Gould representing the Agricultural Commission.

I Call to Order

The meeting was called to order at 7:04 PM by Susan Darnell

II Approval of Minutes

November 2014 Minutes

MOTION: On a motion of Susan Darnell to approve the Nov 4, 2014 minutes as amended, seconded by Jane Blackwood

VOTED: Unanimous

III. Discussion of Deed Change at 131 North Ave.

Ellen Gould told the trustees that the Agricultural Commission and the Land Use Committee would like to lease the property to a vegetable farmer for \$1/acre. Town counsel's opinion is that this cannot happen as long as the library remains on the deed. Agricultural use is not within the library's charter.

The trustees explained they do not want to give up a resource that could produce income in the future. During the discussion, it became clear that because of the deed restrictions as well as the limitations within the library's charter, the library would not be able to use the land in any way that might directly benefit it.

The trustees will bring the question of whether to give up the deed to vote at its January meeting

IV Director's performance evaluation

Discussion about the form itself as well as the director's performance. Susan will complete the form based on the discussion and feedback.

V. Fundraising

The demolition work at North Ave. uncovered structural issues in the building that weren't expected or budgeted for. That and the rising cost of labor and materials has led to a \$165,000 shortfall in the building budget.

Amy Fahey put together a capital campaign letter and a list of naming opportunities. This will go into the Jan. 19 edition of the *Town Crier*. There was discussion about the fundraising plan and the best way to encourage residents to

donate to the new library building. Discussed was the capital campaign letter, the pricing of the naming opportunities, a wine and beer fundraising event at Willowbrook Restaurant and possibly a garden tour in June. Jane will contact Colleen at the Mendon Greenhouse regarding the garden tour. Sharron will follow up with Jen O'Donovan about fundraising wall tiles.

VI. Capital expenses

Discussion with Andrew about what to include in his capital expense plan for the town administrator.

VII. Updates and announcements

The library will be closed Christmas and New Year's.

VIII. Future Agenda Items

The Next meeting will be held on Wednesday, January 14, 2014, at 7:00 PM at the Taft Public Library.

X Adjournment

MOTION: On a motion to adjourn the meeting, by Leigh Martin seconded by Amy Fahey

VOTED: Unanimous.

Meeting was adjourned at 9:34 PM.

Minutes by Sharron Luttrell