

Board of Trustees of the Taft Public Library Minutes
Taft Public Library, Mendon, MA
August 10, 2016
7:00 PM

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

I Call to Order

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

II Approval of Minutes

July 12 2016 Minutes

MOTION: On a motion of Leigh Martin to approve the July 12, 2016 minutes, seconded by Ellen Agro.

VOTED: Unanimous

III. Eagle Scout project of Eagle Scout candidate Ben Tremblay

Ben Tremblay and the trustees viewed the areas where Ben plans to install bricks along the front walkway and a patio in the back of the library. The trustees agreed on the spot across the driveway for the patio. Trustees noted that the drain should be avoided. Ben will send the trustees the designs for the back patio and the front walkway.

IV. Convene to executive session to discuss the library's director contract

On a motion of Leigh Martin to adjourn to executive session to discuss the director's contract and to reconvene in open session, seconded by Sharron Luttrell.

VOTED: Unanimous

V. Directors Report

Workers from the senior abatement program are helping in the library. Town is no closer to getting a cleaning company.

There's a leak in an overhead HVAC pipe in the first aisle of Young Adult and Adult books. GTC came in to check it, but no resolution.

Replacement table tops for the dented, chipped and dinged ones have arrived and Steve will replace.

Still no dumpster. It's been two weeks since Andrew asked Board of Health to order one. Steve is driving the library's trash to the dumpster at Town Hall.

Not happy with the phones. Transferring calls is cumbersome and there are other issues.

Working on shelving for Friends book sale books.

We have spent nearly 75 percent of our programming budget for the summer reading program. This is typical. Future programming costs will be paid from the remainder of this budget as well as through the Children's Gift account, which just

received a boost from another \$1,300 contribution from Intel (a result of Don Morin's work on the Building Committee).
We have topped 300 registrants in the summer reading program.
Windows and virus protection has been ordered for the 16 computers the school donated. Andrew has volunteers coming in to install them.
Still have cleaning to do at the old library. Will do that when summer reading is over.
People have been asking about a meeting room policy. Sharron will investigate a meeting room policy as well as a signup procedure.

VI. Budget Report

Andrew presented the budget update. No areas of concern. Books was largest expenditure of the month, followed by programming. Spent 1.7 percent of the budget through July.

VII. Grand Opening Event Update

Gaye is sending out invitations to the VIP event and is sending out email blasts and created a flyer. Someone from the building committee and the Board of Selectmen will give a speech. Ellen is organizing Create Your Own Bookmark activity. Lauren is creating the scavenger hunt. Amy looked into purchasing a flowering dogwood to honor Bob Carlson.

VIII. 350th Anniversary

We will have a police detail on the night of the trivia event.

IX. New Policies / Procedures

Andrew will look into whether we need new ones. Question over whether we should have an evacuation procedure. Andrew will contact the acting public safety director.

X. Future Agenda Items

Next meeting will be held September 8, 7 p.m. at the Taft Public Library.

IX Adjournment

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

VOTED: Unanimous.

Meeting was adjourned at 9:17 PM.

Minutes by Sharron Luttrell