

Taft Public Library Board of Trustees

Minutes of the June 13th, 2024 Meeting

Attendees: Lessa Michael, Gabrielle Porciello(remote), James Thach, Howard Phipps

Staff: Andrew Jenrich

Friends Representative: Leigh Martin

1. Meeting called to order at 6:05 PM.
2. Motion to accept meeting minutes from May 9th, 2024 – Approved
3. Friends of Taft Public Library update
 - 1) Book Sale went very well netting \$1,005 and was very well attended. Also, they were able to set aside a large quantity for the Middle and High School Libraries which was greatly appreciated.
 - 2) Nothing further to pass
4. Directors Report
 - 1) Staff
 - a. Working to cover some hours across the summer but no concern about filling them
 - b. July 9th will be the annual Carboard Boat Race – requested and received names for inspection team and judges.
 - c. Staff meeting will be shifted to every other month.
 - 2) Facilities
 - a. Carriage house demo mostly complete and the concrete base/pad is sound. Great job done by the town.
 - b. Nothing additional to add
 - 3) Budget
 - a. Books may be below the \$68k but very close.
 - b. Programs again has exceeded the budgeted amount but is covered from other sections.
 - i. Question presented on how often over the past 5 years has Programs gone over budget and the answer was almost every year. Recommend a request to the town for more funding to support the programing. Additionally, recognized this may aid in explaining additional needs for the library.
 - c. Nothing additional to add
 - 4) Programs
 - a. Nothing additional to add from the Director's Notes
 - 5) Projects
 - a. Nothing additional to add from the Director's Notes

- 6) Town News
 - a. Nothing additional to add from the Director's Notes
- 7) Regional
 - a. Nothing additional to add from the Director's Notes
- 8) Questions
 - a. What is the status of the Webpage?
 - i. They did not receive what was needed from the first request and additional questions have been sent but no response. Discussed the potential to use outside resources to execute this task and request funds from the town for this.
 - ii. In addition, coordinate with the Town Administrator as the Technology Director/head is not filled.
 - b. Discussion on the printer and that the drivers are from CW Mars – working to determine if the funds from that can come back to the library to pay for supplies.
- 5. Budget Report
 - 1) As discussed before the Programs is over budget but overall, the library will meet or be just under budget.
 - 2) Nothing additional to address
- 6. Policy
 - 1) Discussion about the "Library of Things" and recognizing that the community doesn't know all that the library has to offer. Recommended coordinating with Tara Bennett for possible internships at Nipmuc for help in marketing
 - a. These internships could include but not limited to:
 - i. Event planning
 - ii. Marketing
 - iii. Scheduling
 - iv. Tech/Webpage updates
 - v. General support
 - 2) Circulation Policy – all members reviewed and motion was presented to accept the Circulation policy as presented – Passed
 - 3) Job Description – changes made from last meeting, all members reviewed and motion was presented to accept the Job Description as presented – Passed
 - 4) Upcoming policies for review will be the Bulletin board and the Emergency Procedures
- 7. Garage/Carriage House discussion
 - 1) Town is responsible for next steps with the existing concrete pad
 - 2) Board members have identified safety concerns as the drop off from the concrete pad is about two feet – will coordinated with Highway department to determine what the plan is.
- 8. Rectory
 - 1) Next meeting is 27th of June, no additional issues.
- 9. Strategic Plan

- 1) Director will reach out to the District Superintendent about the bus stop at the library for middle school and high school levels only.
- 2) Will add a policy review schedule to ensure that all are staying current
- 3) Sign Refurbishment has been mostly completed
- 4) Continue to evaluate new programs – current recommendation is a cook book club.
- 5) Technology inventory is scheduled to occur soon.

10. New Business

- 1) Discussion about potential funding for small to medium sized projects next year. It has been requested that the Library provide a list of projects in priority with project costs.
 - a. Current draft list is as follows:
 - i. Website
 - ii. Parking/Driveway
 - iii. Storage/Shed – on old foundation
 - iv. Feasibility Study
 - v. Light board sign
 - vi. Outdoor Recreation
 - vii. Outreach/marketing
 - b. Will consolidate a list of vendors and reach out with basic requirements to have projected costs
 - c. A quick meeting next week will be held to build out requirements for the web page

Next meeting will be August 8th, 2024 @5:30

Meeting adjourned at 7:26 PM.