

Taft Public Library Board of Trustees

Minutes of the September 12<sup>th</sup>, 2024 Meeting

Attendees: Lessa Michael, James Thach, Howard Phipps, Sean Nicholson, Gabrielle Porciello, Alejna Brugos

Staff: Andrew Jenrich

Friends Representative: Leigh Martin

1. Meeting called to order at 6:00 PM.
2. Motion to accept meeting minutes from June 23<sup>th</sup>, 2024 – Approved
3. Friends of Taft Public Library update
  - 1) Fall programing is in process and moving forward
  - 2) Nothing further to pass
4. Directors Report
  - 1) Staff
    - a. 2 new part time staff training is going very well.
    - b. Next staff meeting will be to discuss the strategic plan and next steps.
  - 2) Facilities
    - a. Due to the changes in light fixtures and what is available in the market, the library will need to shift to different color bulbs. Due to this being a change to the library, will discuss the use of the renovation/relocation funds with the Friends of the Library.
    - b. The update to the sign looks great!
    - c. Asphalt driveway plan was discussed and recommended changes to what is currently needed. Due to the approval of state funds for the feasibility study, its recommended to conduct the necessary repairs and reallocation of parking spots. Until the feasibility study is conducted it is not recommended to expand the parking area in front of the rectory.
      - i. Funding for this may be outside the ARPA funding that is available, recommend discussing with Town Administrator to evaluate options.
      - ii. Additionally collect additional data on spaces used and frequency so that we have current data to present for funding.
      - iii. Following this, develop projections on needed spaces for the future programs and build that into a request within the feasibility study.
    - d. Nothing additional to add
  - 3) Budget
    - a. Budget is a bit over for the first quarter but this is due to the upfront costs for contracting services.
    - b. Nothing additional to add

- 4) Programs
  - a. Programing has been exceptional; the attendance has continued to rise and in particular story time has been very well attended.
  - b. 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. No additional questions.
- 9) Budget Report
  - a. Contracted services are moved to building maintenance.
  - b. Nothing additional to address
5. Library Policies
  - 1) Bulletin board policy reviewed and approved.
6. Library Job Descriptions
  - 1) None to review
7. Rectory Group Update
  - 1) Next meeting is directly following this meeting. Primary discussion will be asphalt and feasibility study. No additional issues.
8. Strategic Plan
  - 1) The bus stop has been approved, now discussing how to market/communicate the options.
    - a. School committee meeting will be on September 23<sup>rd</sup>, 2024 and we desire to have communication drafted for that meeting.
    - b. Leverage emails, newsletters, and school updates to communicate.
9. New Business
  - a. Nothing new to add.

Next meeting will be October 10<sup>th</sup>, 2024 @6:00

Meeting adjourned at 7:10 PM.