

Taft Public Library Board of Trustees

Minutes of the December 19, 2024 meeting

Attendees: Leesa Michael, Gabrielle Porciello, James Thach, Howard Phipps, and Alison Chu

Staff : Andrew Jenrich

Select Board Representative: Alejna Brugos

MURSD School Committee Representative: Sean Nicholson

1. The meeting was called to order at 6:01 PM.
2. November 14th, 2024 meeting minutes were unanimously approved, with the designation of Alejna Brugos as the Select Board representative to the Board of Trustees.
3. Friends
 - DIY gift craft day was awesome. Approximately 30 people attended.
 - To date, \$440 has been collected for Paula Perlman's memorial shrub and plaque. A ceremony will be planned in the spring. Maybe we can get chrysalis that will turn into butterflies on the date of her service.
4. Director's Report
 - Senior abatement worker Jeff Kroesen and volunteer Sarah Burghart completed shelf reading Children's non-fiction, biographies, and memoirs.
 - Senior abatement worker Carol Saari, along with the new high school volunteer Izzy Nicholson, completed shelf reading the Children's picture book section.
 - Andrew would like to add another 8 hour per week library technician position in 2025.
 - Joe Bianchi was selected to do the electrical work in the Children's Area and Periodicals Area. He noticed that the ballast in the Periodicals Area is defective and needs to be replaced. He will search for a matching ballast.
 - The bidding process for parking lot asphalt job ended. Bids ranged from \$76,800 to \$120,000. The \$76,800 bid was received from Harshaw. It has been accepted and will take place in the spring. ARPA funds will be used to pay for the paving. The job should take 7-10 days, and the library will be closed while the work is being done.
 - Duest completed its second pass of fall clean-up. All areas were addressed, including the window wells and the fenced-in HVAC area.
 - James continues to plan an enhanced 2025 cardboard boat race. He is hoping to get a representative of the Coast Guard to be a guest judge. There will be a series of classes about boat design and building.

5. Budget

- After 5 months, 39.5% of the budget has been spent, just shy of where we should be.
- Books line had a large book expenses in November and is now at 39.2%.
- Programming attendance continues to be strong.
- Town-wide budget meetings will begin late January/early February. The library director's contract is up at the end of June, and the new contract will need to be finalized prior to budget discussions with the Town Administrator.

6. Projects

- The WhoFi event calendar and registration module has been updated by Tara. The calendars are clear and concise. Tara did an excellent job with a very challenging situation. The response from patrons has been overwhelmingly positive.
- The addition of a second printer for labels upstairs has contributed to uniformity for adult and children's materials.
- The initial State Aid award is \$8,369. It is anticipated that the second installment will be awarded to the library in late April/early May, and will be roughly the same amount.

7. Policy

- James presented a draft of the Employee Emergency Procedures. Trustees will review and it will be discussed at the January meeting.

8. Rectory Working Group

- We are the recipient of a \$25,000 earmark for the Rectory. The first half of the earmark should be received by the January meeting.
- There appears to be a very tight deadline of June 30, 2025 for using the money. Andrew will clarify that date.

The next meeting is scheduled for December 19th, 2024.

Adjourned at 7:11 PM