

Taft Public Library Board of Trustees

Minutes of the February 6, 2025 meeting

Attendees: Leesa Michael, Gabrielle Porciello, James Thach, and Alison Chu. The meeting was held via Zoom as there was a snow storm today.

Staff : Andrew Jenrich

Friends of the Library: Leigh Martin

Select Board Representative: Alejna Brugos

1. The meeting was called to order at 6:00 PM.
2. January 16th, 2025 meeting minutes were unanimously approved once the Friend's activity was changed from Zentango to Zentangle.
3. Friends
 - Upcoming events include Zentangle, floral class, felting class, and a Dolly Madison historical reenactor and tea.
 - Dona Son has joined the Friends!
4. Director's Report
 - Andrew is meeting with staff to go over Strategic Plan tasks as well as the FY 26 budget.
 - Staff will complete conflict of interest online training over the next month.
 - Phyllis Foley has volunteered in the Genealogy Room for many years. She is looking to step away, and would like to train a new person to assume this position.
 - Andrew will be ordering the Paula Pearlman dedication plaque from Signs Plus.
 - Gem will be in for their bi-annual HVAC maintenance check.
 - ADC Septic will be in to pull the cap on the septic pip and clear the trough. They have been doing this every six months to keep the pipe clear.
 - Andrew emailed Tara Bennett at Nipmuc about internship possibilities.
5. Budget
 - After 7 months, just under 54% of the budget has been spent.
 - Andrew has submitted the FY26 budget proposal to the town administrator. Increases to the FY26 budget include \$7,700 in funding for an additional 8 hours/week library tech position, \$5,000 extra in Building Maintenance to secure the carriage house concrete slab, and a \$3,300 increase in Books. The increase in the Books line is necessary as the state mandates that the library spend 19% of its budget on books.

5. Projects

- Strategy and board games are being processed and cataloged.
- Staff are putting together pages with Library of Things images.
- Easy readers are being weeded.
- Staff completed employee surveys distributed by the Collins Center.
- Dan Byer is working on Taft website links, and their transferability to the new website. Friends of the Library will need to have its own separate website. The library can have a link to the Friends website from our new website.
- A Girl Scout has requested she be allowed to set up a table outside of the library for cookie sales. It was discussed by the trustees. Andrew will discuss with other town departments to see if this practice is allowed on any other town properties.
- Andrew submitted the mid-year report on the status of the library to the Town Administrator.
- Uncertainty surrounds federal funding as the new federal administration looks to cut spending.
- Cardboard Boat Race was discussed.
 - o Date will be July 22 with a rain date of July 29.
 - o Food trucks were discussed but ultimately decided there are not enough parking spaces. Maybe someone/some group can grill?
 - o Hoping there will be 25 boats to celebrate the 25th year of the boat race.

7. Policy

- James would like feedback of the Employee Emergency Procedures at the next meeting.

8. Rectory Working Group

- Quorum issues have arisen. Leesa may step away from this group. As long as there are only 2 trustees in this group, quorum is no longer an issue.
- The working group now needs to be a sub-committee as they will be spending the earmark funds.
- It was recommended that Gaye be Chair and James be Secretary. James will step in as Vice-Chair if needed. Positions were unanimously approved by the trustees.
- Town Administrator Jeremy Stull and Abacus stopped by as part of their assessment of current town buildings and properties that are empty. Jeremy requested that he be looped in on progress as things move forward.

The next meeting is scheduled for March 13, 2025.

Adjourned at 7:04 PM