

Taft Public Library Board of Trustees

Minutes of the January 16th, 2025 meeting

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

Staff : Andrew Jenrich

Friends of the Library: Leigh Martin

Select Board Representative: Alejna Brugos

MURSD School Committee Representative: Sean Nicholson

1. The meeting was called to order at 6:01 PM.
2. December 19th, 2024 meeting minutes were unanimously approved.
3. Friends
 - Upcoming events include Zentangle, floral class, and arts and crafts. Looking forward to having a potential new member join.
4. Director's Report
 - Bi-weekly payroll has begun.
 - The staff holiday party was on January 10, 2025 and was fun.
 - Andrew calculated salary expenditures through the first 28 weeks of the FY, and we have the ability to add an 8-10 hour per week library tech position.
 - Andrew discussed the timing of the parking lot pavement with Harshaw, with the hope that it can be done in April.
 - Andrew spoke with the earmarks coordinator at the MA Office of Travel and Tourism who stated that the earmark for the rectory must be spent by June 30, 2025.
 - Joe Bianchi replaced the defective ballast in the Periodicals area.
 - The fire alarm monitoring company was having issues with their Verizon line, but it has been fixed.
 - Town Administrator has requested each department head submit a brief overview of their department.
 - Andrew is finishing up the finishing touches on the library's Annual Report.

5. Budget

- After 6 months, 44% of the budget has been spent. This tracks with last year's percentage of 45% after 6 months.
- FY26 budget requests are due January 22nd. A 3% COLA has been negotiated across the board. The library is required to have the Books expenditures be a minimum of 19% of total expenses, so there will be an increase in Books expenditures to reflect the 3% COLA increase.

6. Projects

- Staff have started processing and cataloging the backlog of strategy and board games.
- Next will be the processing of Library of Things items. Trustees discussed various ways of displaying the items, including photos on a loop on the tv or a post card rack with cards of available items.
- Weeding of picture books in the Children's area is next on the list of upstairs projects.
- Strategic Plan goals include connecting with the Senior Center to provide outreach to homebound residents.
- The website and mobile presence look outdated. Perhaps students at Nipmuc could work on updating it via the DECA program.
- Cardboard Boat Race was discussed.
 - o Possible dates are Tuesday July 22 or Thursday July 24. Rain date would be the following week.
 - o Cardboard boat construction classes are planned for May (tips and tricks), June (how to build), and July (final build/rules). Leesa's son and James will run these classes.

7. Policy

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

8. Rectory Working Group

- Leesa researched transitioning the Rectory working group into a rectory sub-committee.
- The Rectory Working Group is meeting right after this meeting.

The next meeting is scheduled for February 6, 2025.

Adjourned at 7:21 PM