

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
January 23, 2017**

Present: Jim Allard, Chair, William Tahnk, Treasurer, Leslie Vogt, Secretary

Meeting Convened: Mr. Allard called the meeting to order at 4:00 p.m.

Old Business:

The Trustees discussed the current, temporary, library operating hours. It was decided to adjust the hours to: Monday and Wednesday 1:00pm to 5:30pm, Tuesday and Thursday 10:00am to 2:30pm, Friday and Saturday 10:00am to 1:00pm. The revised hours will begin on January 30, 2017. Mr. Tahnk will adjust the library thermostat to the revised schedule. When the waste water pipe has been repaired, the Trustees will discuss the schedule for permanent operating hours.

New Business:

On January 18, 2017, the Trustees received a letter of resignation from library director Mrs. Beverly Pietlicki. A motion to accept the resignation as of February 8, 2017, was made and seconded. (Mr. Tahnk, Mrs. Vogt). The Trustees congratulate Mrs. Pietlicki on her appointment as Director of the Stephenson Memorial Library in Greenfield, NH.

The Trustees discussed potential candidates to serve as interim library manager during the hiring process. The primary tasks will be documenting payroll, coordinating employee work schedules, book keeping, preparing the monthly budget report, and communicating with the Trustees as necessary. Mr. Allard and Mr. Tahnk presented several possible candidates. Mrs. Vogt was one of the candidates. Mrs. Vogt had not previously considered serving as interim and stated that she was considering whether she would apply for the position of library director. Mr. Allard and Mr. Tahnk stated that serving as interim would not preclude Mrs. Vogt's potential application for director. If Mrs. Vogt chooses to become a candidate she will resign from the library trustees. Mrs. Vogt had previously spoken about procedures for the March, 2017 town election with Mrs. Erica Anthony, Pittsfield, NH Town Clerk. For the town to elect a replacement trustee Mrs. Vogt will need to resign prior to February 3, 2017. Mrs. Vogt will decide about her resignation prior to the Trustee's meeting on January 30, 2017. Mr. Allard is prepared to contact candidates to appoint as interim.

Each of the Trustees will review the postings on the NH State Library, NH Library Jobline. One of the agenda items for the next meeting will be to begin preparation of the posting for library director. Mr. Tahnk will ask Mrs. Pietlicki to check the library files for the text of the 2013 posting.

The Trustees will consider asking for the director's job descriptions for public libraries in Chichester, Canterbury, Deerfield, Northwood and Boscawen.

Ms. Cara Marston, Pittsfield, NH Town Administrator joined the meeting. Due to the pending repairs of the waste water pipe the library has an unexpended fund balance for 2016. Ms. Marston stated that those expenses can still be paid using the 2016 funds. If funds remain in late March, the Trustees can inform the Select Board and Select Board will vote on potential adjustment to the library's 2017 allocation.

Next Meeting: January 30, 2017 at 4:00 pm at the Josiah Carpenter Library.

Adjournment: Motion to adjourn made and seconded. (Mr. Tahnk, Mrs. Vogt) motion carried.
Meeting adjourned at 5:15p.m.

Submitted: Respectfully submitted by Leslie Vogt, Secretary