

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
May 19, 2015**

Present: Chair Nancy Fogg, Secretary J.C. Allard, William Tahnk, Treasurer, Library Director Beverly Pietlicki.

Meeting Convened: Chair called the meeting to order at 7:04 p. m.

Acceptance of Minutes: April 21, 2015 minutes reviewed and accepted with one sentence structure correction.

Old Business: Rose window update by the Secretary: Nothing heard from the restorer since last Trustees' meeting. Email message sent April 20, 2015 with no reply since. No issues anticipated.

The Chair gave an update on completed work with the outside lighting and informed everyone that the contractor for the sidewalk paving will return to complete his alteration so that the rear door can open unimpeded and that any water will still drain away from the door sill. Contractor expected to contact the Director for a date and time to complete his work.

Scanning of policy manual has begun by the library staff. Once completed and made into a "Word" document we will begin editing and updating.

Discussed specifications for the proposed new circulation desk. The Library Director has established the basic needs and the Trustees will now look into bids for construction of a new circulation station

The secretary gave an update on the Friends of the Library. No Friends meeting since last Trustees' meeting. Quit raffle proceeding. No expected problems.

Director's & Treasurer's Reports: The reports were accepted as presented.

New Business: A motion made and seconded (Bill/Jim) to use the technology portion of the budget to purchase a printer/scanner for the children's librarian. Motion carried.

Motion made and seconded (Bill/Jim) to accept any and all monetary donations that may come to the library during the month. Motion carried.

Motion made and seconded (Bill/Jim) to stay with a Certificate of Deposit when the current one matures, but move funds to a CD with a higher rate of return. Motion carried. The Chair will arrange with the bank for the change.

Discussed financial policy. Resolved to continue to seek better returns on our investments, but acknowledge the need to learn more about options for library funds with regard to separating from other town funds. No decisions taken.

Discussed disposal of old computer equipment. Resolved to do so in accordance with established policy. The Director will look into other town organizations that may have use for our excess.

Discussed the purchase of a window mounted air conditioner for the main floor of the library. Agreement in principal, but tabled the discussion until the June meeting.

Miscellaneous: Discussed potential for creating a graphic “logo” to represent the library on public messages and images. Agreed it is something we ought to consider. Will seek additional information and potential sources.

Discussed purchase and placement of a bulletin board outside the library building to better inform the community as to library events and services. Agreement in principal, but need to better understand sources, sizes, and placement requirements. Resolved to explore options and revisit at the June meeting.

Policy Subcommittee Meeting: Activities tabled while electronic copy of the policy workbook is scanned and made editable.

Next Monthly Meeting: June 16, 2015 at 6:30 pm Beginning one half hour early due to the annual “walk around” building inspection by the full board of Trustees.

Adjournment: Motion to adjourn made and seconded. (Nancy/Bill) Motion carried. Meeting adjourned at 8:56 p. m.

Submitted by J.C. Allard, Secretary