

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
August 17, 2016**

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

Meeting Convened: 6:30p.m.

Mr. Allard, Mr. Tahnk and Mrs. Vogt began the meeting with a public work session to discuss potential revisions to library personnel performance review procedures. The scope of the library director's job description was also reviewed and discussed.

Mr. Tahnk will draft a revision to the library director annual performance evaluation form. Prior to the September meeting he will submit a proposed revision to the library trustees for their review.

Mr. Allard will arrange to meet with Cara Marston, Town Administrator for the Town of Pittsfield, NH, to discuss the practicalities of the Town of Pittsfield performing the library's book keeping procedures.

Mrs. Pietlicki joined the meeting at 7:20pm.

Acceptance of Minutes: July 20, 2016 minutes were reviewed. Motion to accept as revised made and seconded. (Mr. Tahnk, Mrs. Vogt).

Old Business:

The Friends of the Library are in the planning stages for raffles to be conducted during upcoming election days.

Mr. Tahnk presented the revised policy for *Animals in the Library* and *Service Animals*. The draft was accepted and all the trustees signed the document.

There were no updates concerning the construction project to repair the library's foundation and improve drainage. Mr. Tahnk remains in communication with the contractor.

Director's & Treasurer's Reports: The Director's Report and Treasurer's Report were reviewed. Motion to accept as presented made and seconded (Mr. Tahnk, Mrs. Vogt). Motion carried unanimously.

New Business:

Mrs. Pietlicki is conducting interviews for the position of circulation assistant. If, prior to the September meeting, she selects a candidate she will email the candidate's credentials to the Trustees. The Trustees will then respond to the nomination via email.

Mr. Tahnk will revise the abilities section of the job description for circulation assistant and bring a draft of the revisions to the September meeting. The revisions will document the gross motor, fine motor and communication skills required to perform the job responsibilities.

Ms. Pietlicki will bring a rough draft of the 2017 budget to the September meeting.

There was a broad ranging discussion about the current status of the library's technology equipment. The computers in the children's room are not functional and Mrs. Pietlicki will oversee their disposal according to the library's equipment disposal guidelines. If possible the upper level computer number four will be refurbished and put in the children's room, if it cannot be refurbished it will be disposed of. Mrs. Pietlicki will determine the cost of purchasing a refurbished computer that is capable of operating Windows 10, in addition she will ascertain cost estimates for any other technology upgrades she determines to be a priority. Potential technology upgrades will be discussed at the September meeting.

The resignation of Mrs. Carol Grainger as of November 17, 2016 was accepted with regret.

Miscellaneous:

The process to enact development of the properties located at 33 and 37 Main Street is ongoing. The Suncook Valley Regional Development Corporation and the Pittsfield Board of Selectmen are committed to work diligently throughout the development process.

Mr. Allard shared that the Town of Pittsfield has reinstated the existing bid process for projects projected to cost more than \$2500.00. In the future the library will follow the bid process guidelines.

Next Monthly Meeting: September 15, 2016 at 7:00 p.m.

Adjournment: Motion to adjourn made and seconded. (Mrs. Vogt, Mr. Tahnk) Motion carried. Meeting adjourned at 8:54 p.m.

Respectfully submitted by Leslie Vogt, Secretary