

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
December 15, 2015**

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

Meeting Convened: The Chair called the meeting to order at 7:00 p.m.

Acceptance of Minutes: November 17, 2015 minutes reviewed and accepted with one correction to edit out an extra word.

Old Business: The Secretary gave an update on the Friends of the Library. Poinsettia sale is complete, but did not go as well as in past years. Approximately \$150 is the total earned this year which is considerably less than in previous years. The Friends held their annual election of officers and all of the 2015 officers were re-elected to serve in the same positions for 2016. Meeting concluded with a discussion regarding the future viability of presenting gift books to new babies in the community. Funding is in some doubt, but the plan is to continue with the program so long as the funds can be raised. All feel it is a valuable service to the town and the library by building future readers.

The Treasurer updated the board on the status of scanning of policy manual. The project is finished. Library policy manuals now in PDF form so that future alterations made be made simply and efficiently.

Discussed issues with the building. The Treasurer reported than Mr. Graham Pendlebury inspected the foundation and gave an estimate of \$2,130 to repair it. The next step is to bring that figure to the town to see what they would like to do moving forward.

Discussed the recently cleaned rain gutters and noted that they seem to be working well now and the moisture in the book sale room has decreased significantly. Resolved to continue to monitor the situation.

The Director reported that she has contacted Pat Heffernan to repair the faulty light over the front door. This is a safety issue and needs to be rectified soonest. Mr. Heffernan has not yet arrived to assess the situation. The Secretary will provide two battery powered lights for inside the foyer as added lighting. Also discussed the possible need for new lighting in the area of the kitchen and children's librarian's desk. Current lighting seems inadequate.

The roof remains the long term concern as the board is anxious to have it assessed by a knowledgeable roofer so that we can formulate a plan for repair or replacement as needed.

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

New Business: Discussed potential uses of any funds left over at the end of the fiscal year. Numerous considerations possible, but no decision taken. Available funds reduced from previous years due to unbudgeted spending earlier in the year. Tabled further discussion until the amount is known.

Discussed the patron's survey and decided to run it until the end of the month for a larger picture of what the community may think of library services and programs.

Miscellaneous: Nothing to report.

Policy Subcommittee Meeting: Policy manual scanning is complete.

Next Monthly Meeting: January 19, 2016 at 7:00 p.m.

Adjournment: Motion to adjourn made and seconded. (Bill/Jim) Motion carried. Meeting adjourned at 8:06 p.m.

Submitted: by J.C. Allard, Secretary