

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
July 20, 2016
DRAFT

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

Meeting Convened: 6:30p.m.

Non Public Session: Mr. Tahnk made a motion, seconded by Mrs. Vogt, to enter into non-public session per RSA 91-A: 3, II (c): “Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.” Mr. Allard initiated a roll call vote to enter into non-public session:

Mr. Allard: Yes

Mr. Tahnk: Yes

Mrs. Vogt: Yes

The meeting returned to public session at 7:47pm.

Mr. Tahnk made a motion, seconded by Mrs. Vogt, to seal the minutes of the non-public session because it is determined that divulgence of this information would affect adversely the reputation of any person other than a member of this board. Mr. Allard initiated a roll call vote to seal the minutes of the non-public session:

Mr. Allard: Yes

Mr. Tahnk: Yes

Mrs. Vogt: Yes

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Acceptance of Minutes: June 22, 2016 minutes were reviewed. Motion to accept as presented made and seconded. (Mr. Tahnk, Mrs. Vogt). Motion carried, Due to his absence at the June meeting, Mr. Allard abstained.

Old Business:

Mrs. Pietlicki reported that the library has received reimbursement from the Friends of the Library for the cost of meals that were provided during recent library programs for teens, along with a \$600.00 donation for future children’s programs.

Mr. Allard and Mrs. Vogt shared the information that they learned at the NH Library Trustees Association conference. Mr. Allard attended a presentation that described the Town of Sunapee's process to construct a new public library; he found the timeline of action steps to be informative. Mrs. Vogt attended a session conducted by Terry Knowles, Assistant Director, Charitable Trusts Unit, NH Attorney General's Office. She learned that it is possible for the library trustees to initiate a process to combine trust funds into one fund. Combined funds can increase efficiency and productivity of the assets. Mrs. Vogt also attended a session that explored information as a commodity; one suggestion especially relevant to small libraries was to carefully consider why a library should keep physical items in their collections if the items are not circulating.

Mrs. Vogt shared policy guidelines from the NH Library Trustees Association concerning the security and contents of personnel files. Following the guidelines, Mrs. Pietlicki will review the contents of the personnel files for current employees. Once the review is complete Mrs. Vogt will shred any irrelevant documents, and the files will be placed in the locked box in the storage closet, which is also locked.

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.

Applications for the position of circulation assistant will be accepted through August 12th.

The training for the Atrium software program will potentially be delayed until after the new circulation assistant has been hired. The training will be paid for by the Sanderson Fund, if necessary Mrs. Pietlicki will communicate with the Trustees of the Sanderson Fund concerning the delay.

New Business:

The proposal to create a logo/brand for the library was discussed. The proposal was tabled based on a preference to potentially conduct a community contest for the creation of a logo. Mrs. Vogt will consult with Mr. Mitchell who is the Art Teacher at PMHS. She will bring an outline for conducting a community contest to the August meeting.

The possibility of considering revisions to the library's mission statement was briefly discussed. It was decided that the current mission statement will be retained.

A draft policy for *Animals in the Library* and *Service Animals* was reviewed. Mr. Tahnk will revise the policy to include new information from the NH Law Library. The revised draft will be reviewed at the August meeting.

A draft to update the policy and procedures for *Non-Public Sessions* was reviewed. The draft was accepted, and all the trustees signed the document. Mr. Tahnk will insert the updates into the policy manual.

Miscellaneous:

Mrs. Vogt informed the trustees that some of the Library Trustees meeting minutes are missing from the Town of Pittsfield website. It was decided that she will send the missing minutes to the webmaster so that the website can be brought up to date.

Mr. Allard will begin to prepare the Library Trustees meeting agendas in accordance with the Trustee's by-laws.

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

Next Monthly Meeting: August 17, 2016 at 6:30 p.m.

Adjournment: Motion to adjourn made and seconded. (Mrs. Vogt, Mr. Tahnk) Motion carried. Meeting adjourned at 9:06 p.m.

Respectfully submitted by Leslie Vogt, Secretary