

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING  
MINUTES  
October 20, 2015**

**Present:** Chair Nancy Fogg, Secretary J.C. Allard, William Tahnk, Treasurer.

**Absent:** The Library Director Beverly Pietlicki absent with notice due to illness.

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

**Acceptance of Minutes:** September 22, 2015 minutes reviewed and accepted with a change to note the absence of the Chair Nancy Fogg.

**Old Business:** Rose window update by the Secretary. At 6:15 p.m. this evening the Secretary spoke with Mr. Andy Roeper of Winn Mountain restorations for an update on the status of the rose window. Was informed that Mr. Roeper and a helper will travel to Pittsfield on Monday the 26<sup>th</sup> of October to install the restored window. They plan to arrive at 8:00 a.m. and the Secretary will meet them and give them access to the library.

The Secretary gave an update on the Friends of the Library. No Friends meeting since last Trustees' meeting. However, plans are progressing and orders being taken for the annual Christmas poinsettia sale. The president of the Friends group is due back the first week of November and regular meetings will resume then.

The Treasurer updated the board on the status of scanning of policy manual. The project continues to move forward and is nearly finished. Mr. Tahnk recommends as a final product splitting the personnel manual off from the general policy manual to separate staff business from public business. All board members agree.

The Chair gave an update on her letter to the Town Administrator requesting a joint walk-around concerning building maintenance both long and short term. She requested the town respond by the 30<sup>th</sup> of October, but no response as of the board meeting.

The board discussed submission of the 2016 library budget to the town. Anticipate being called before either the budget committee or the board of selectmen, but have not yet been called. The board is satisfied with the budget proposal and feels it an appropriate figure going into the new fiscal year.

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

**New Business:** Motion made and seconded (Bill/Jim) to support the Director's decision to promote Shayla Locke into the recently vacated Circulation, Technical Services and Technology Assistant position. Motion carried.

Motion made and seconded (Bill/Jim) to support the Library Director's choice for hiring Rosalie Swett as a per diem substitute able to cover for staff absences. Motion carried.

Motion made and seconded (Bill/Jim) to support the Director's choice to hire Ms. Diane Rider as a backfill for Shayla Locke in the Circulation Library Assistant position she will vacate due to her promotion. Motion carried.

**Miscellaneous:** Nothing to report.

**Policy Subcommittee Meeting:** Nothing to report until scanning of policy manual is complete.

**Next Monthly Meeting:** November 17, 2015 at 7:00 p.m.

**Adjournment:** Motion to adjourn made and seconded. (Bill/Jim) Motion carried. Meeting adjourned at 7:45 p.m.

**Submitted:** by J.C. Allard, Secretary