

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING  
MINUTES  
September 22, 2015**

**Present:** Secretary J.C. Allard, William Tahnk, Treasurer, Library Director Beverly Pietlicki.

**Absent:** The Chair, Nancy Fogg absent with notice.

**Meeting Convened:** In the absence of the Chair, the Secretary called the meeting to order at 7:02 p. m.

**Acceptance of Minutes:** August 18, 2015 minutes unavailable for review due to an error by the secretary. Minutes will be redrafted and sent to board members via email for their review.

**Old Business:** Rose window update by the Secretary and the Director: Mr. Andy Roeper the restoration specialist came to the library on September 8<sup>th</sup> to work on rose window frame. He planned to reinforce the weather damaged frame with an epoxy solution, but determined that a section was too damaged and needs replacing. He will make a replacement piece in his shop. A planned trip out of country will take him away from the work for a week or more. The secretary will again attempt to contact Mr. Roeper for an updated projection of completion of the project. The Board is concerned to have this completed by the onset of winter weather.

The Secretary gave an update on the Friends of the Library. No Friends meeting since last Trustees' meeting. However, the Friend's Treasurer is standing by to reimburse the Board for expenditure relating to purchase of a sign to identify the book drop in the circulation desk. Treasurer Bill Tahnk will order a raw sign plate, stencil it and install above the book drop slot. The Secretary will coordinate with the Friends for the reimbursement funds. Anticipating the cost between \$20 and \$25.

Scanning of policy manual continues to move forward. The project is nearly finished.

Discussed and determined that the Director's notice to the community concerning the availability of old library furnishings should be "open" for two weeks. Other civic groups in need may have the surplus desks and tables without charge.

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

**New Business:** Reviewed and discussed 2016 budget proposal prepared by the Director. The Board expressed satisfaction with the budget as proposed.

Motion made and seconded (Bill/Jim) to accept the Director's 2016 budget proposal and authorize her to submit it to the town for their review. Motion carried.

**Miscellaneous:** Discussed updating of the job description in the wake of the staff vacancy created by Eleanor Joyce's resignation. The Director and Board members feel that it is an appropriate time to update the qualifications and skills the library staff needs in the future. The Director will draft a new set of job descriptions.

**Policy Subcommittee Meeting:** Nothing to report until scanning of policy manual is complete and the documents updated. Scan progressing toward completion.

**Next Monthly Meeting:** October 20, 2015 at 7:00 p. m.

**Adjournment:** Motion to adjourn made and seconded. (Bill/Jim) Motion carried. Meeting adjourned at 8:12 p. m.

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