

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
September 20, 2017**

Present: William Tahnk, Chairperson, Sandra Adams, Treasurer, Carol Grainger, Secretary and Leslie Vogt, Director.

Meeting Convened: 7pm

Acceptance of Minutes – The August 16, 2017 minutes were reviewed and a motion to accept was made and seconded (Sandra/Carol). Motion carried.

Old Business:

Friends Update –The Friends have asked the trustees to consider how they might best keep the trustees informed as to ongoing Friends’ business. Currently, Sandra is both a Friend of the Library and a trustee and provides updates to the trustees on a monthly basis.

Library Hours – The new hours instituted on August 1 seem to be working fine. More hours equates to more patron usage. Leslie will adjust the thermostats to reflect the new heating schedule.

2018 budget – Leslie continues to tweak the 2018 budget. The Town Administrator has asked that the library submit just the budget total to the town by September 29 for planning purposes. The final budget proposal will be voted on at the October meeting.

37 Main St and the Historical Society Building Proposal – Bill attended the Planning Board meeting earlier in the month where the 37 Main St property was discussed. Mr Gamble, who made an offer on the property, and Bill Miskoe will spend the next month looking at ways to renovate the property without impacting the property deeded to the library by Bill Miskoe for library use. The Historical Society Building Committee has indicated that they will not be seeking to build on what was the site of 33 Main St and thus will not be seeking to use a portion of library property for parking.

Library shuffle – The carpet in the Children’s Room is scheduled to be cleaned on October 20th. The room will be closed on that day. The high school basketball team, under the supervision of Rick Anthony, will come to the library on November 5th to move shelving units from the back room of the first floor to the lower level. The first floor carpets will then be cleaned on November 6th and the entire library will be closed for the day. The Children’s Library will then be set up on the first floor and the adult books moved to the lower level.

Reports:

Director’s Report – Leslie presented the Director’s report. Several items from it are discussed in the New Business section of the minutes.

Treasurer’ Report – Given and discussed by the Board.
Motion to accept both reports was made and seconded (Sandra/Carol). Motion carried.

New Business:

Review of section A of the personnel manual – Sandra handed out a draft of proposed changes to the job descriptions, incorporating changes proposed by Leslie at the August meeting. The draft changes will be incorporated into the personnel manual and voted on at the October meeting.

Enterprise Network proposal – A motion was made and seconded (Carol/Sandra) to go forward with the enterprise network purchase and to have the network upgrade installed and operational by November 6th.

Barcode scanner/receipt printer proposal – The circulation receipt printer and replacement bar code scanner were installed and made operational.

New substitute hire – A second substitute, Jan Pickard, was conditionally hired, awaiting the results from a background check.

Sanderson Grant for 2018 – Leslie has begun researching a number of options for the upcoming Sanderson Grant request for 2018. This will be discussed at the October meeting.

Chimney Cleaning – A motion was made and seconded (Carol/Sandra) to hire Capital Chimney Services of Concord to remove the accumulated soot from the furnace chimney.

Fixed Price oil contract – A contract for 1500 gal of heating oil at a price of \$2.059 was entered into with Rymes Oil for the 2017/2018 heating season.

Miscellaneous:

It was decided that there will be a change to the policy manual regarding the closing of the library on the Saturday before Columbus Day. The library will be open October 7th.

Starting in October, the meeting of the library trustees will start at 6:30pm

Next Trustee Board Meeting: September 20, 2017 at 6:30pm

Meeting adjourned at 8:05pm