

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
June 23, 2015**

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

Meeting Convened: Chair called the meeting to order at 7:09 p. m.

Acceptance of Minutes: May 21, 2015 minutes reviewed and accepted with correction to the date meeting was held.

Old Business: Rose window update by the Secretary: Nothing heard from the restorer since last Trustees' meeting. Email message sent April 20, 2015 with no reply to date. Secretary will telephone Wynn Mountain Restorations and attempt to get definitive response and estimation of completion.

The Chair gave an update on completed work with the outside lighting and informed everyone that the contractor for the sidewalk paving will return to complete his alteration so that the rear door can be opened when he has another small job requiring asphalt.

Scanning of policy manual approximately half finished. Once completed and made into a "Word" document we will begin editing and updating.

Discussed the proposed new circulation desk. The Treasurer, Bill Tahnk offered to construct the new furniture to the specifications he and the Library Director decided on. He will provide a written estimate for materials at the next regular Trustees meeting.

Motion made and seconded (Jim/Nancy) to use the funds in the approved Sanderson grant to purchase materials for the new circulation furniture. Bill abstained from voting since he will build the furniture. Motion carried.

Discussed idea to place an information sign outside the library to announce upcoming programs. More knowledge of any sign codes is needed; so the Trustees resolved to use the plastic sign board that the Friends use for the annual booksale as at least an interim measure. Assuming the Friends do not object this sign board will suffice for the time being. Messages can change by replacing and rearranging lettering as needed.

Discussed potential for conserving funds by getting the cheapest possible oil contract. It appears that the contract with Dead River Company through the town may be the least expensive heating oil source at \$2.2081 per gallon. Motion made and seconded (Bill/Jim) to go with Dead River Company if indeed that is the cheapest heating oil source we can find. Motion carried.

Motion made and seconded (Jim/Bill) to allocate \$800 to purchase a window air conditioner unit and install a proper 220-volt supply line to operate the unit. Motion carried.

The secretary gave an update on the Friends of the Library. No Friends meeting since last Trustees' meeting. Quilt raffle proceeding. No expected problems. Friends report making \$134 on the town-wide yard sale.

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

New Business: Discussed disposal of outdated and surplus equipment. More information as to proper methods is needed. Both the Director and the Trustees will continue to research the issue.

Discussed on-going town-wide issue with the websites. Resolved for the time being to post the Trustee's meeting minutes on the library website and continue with a hard copy available in the library. When and if the town settles the issue of a town website we will revisit placing the minutes on that site.

Miscellaneous: Nothing to report.

Policy Subcommittee Meeting: Nothing to report until scanning of policy manual is complete and the documents updated.

Next Monthly Meeting: July 14, 2015 at 6:30 pm Beginning one half hour early due to the annual "walk around" building inspection by the full board of Trustees. Regular meeting to commence immediately following "walk around."

Adjournment: Motion to adjourn made and seconded. (Nancy/Bill) Motion carried. Meeting adjourned at 8:35 p.m.

Submitted by J.C. Allard, Secretary