

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
April 19, 2016**

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

Meeting Convened: Mr. Allard called the meeting to order at 7:00 p.m.

Acceptance of Minutes: March 16, 2016 minutes were reviewed. Motion to accept as presented made and seconded. (Mr. Tahnk, Mr. Allard). Motion carried unanimously.

Old Business:

Judith MacLellan is serving as the project manager for the Friends of the Library book sale that will take place during the first weekend of June.

At the beginning of the May meeting the Trustees will sign the forms from Citizens Bank to update the signatories on the library's accounts.

Graham Pendlebury predicts he will be able to complete the repairs to the foundation and retaining wall during the summer.

Mr. Tahnk completed the purchase and installation of two lamps in the children's room.

The technology upgrades are proceeding on schedule.

Mrs. Vogt and Mrs. Pietlicki have received scholarships, and will be attending the NH Library Trustees Association conference.

Director's & Treasurer's Reports: The Director's Report and Treasurer's Report were reviewed. Motion to accept as presented made and seconded (Mr. Allard., Mrs. Vogt). Motion carried unanimously.

Mrs. Pietlicki requested that during the May meeting the Trustees review the library's video/photo consent form for the purpose of developing a supporting library policy.

New Business:

Mrs. Pietlicki recommended that the library seek to hire up to two substitutes for the position of circulation assistant. Motion for Mrs. Pietlicki to present up to two candidates at the May meeting was made and seconded (Mr. Allard, Mrs. Vogt). Motion carried unanimously.

The Friends of the Library have spent some time sorting through the kitchen cupboards and found some items that are no longer in use. In addition, there are some computers that are no longer in use. The computers will be offered to local non-profits, if no organization is interested they will be included in the book sale to be held the first weekend in June. The remaining items will be included in the book

sale. Funds from the sale of this equipment will be given to Mrs. Pietlicki for deposit in the library accounts.

Prior to the May meeting Mrs. Vogt will review the contents of the Trustees documents storage box and present her findings to the Trustees.

At the May meeting the Trustees will review a proposed revision to the circulation policy to allow for the renewal of new items if there is no reserve request for the item.

Mr. Allard will draft and send a memo to the Pittsfield Select Board requesting that the Library Trustees and Select Board enter into a dialogue concerning the potential upcoming sale of 37 Main Street, Pittsfield, NH.

Next Monthly Meeting: May 17, 2016 at 7:00 p.m.

Adjournment: Motion to adjourn made and seconded. (Mr. Tahnk, Mrs. Vogt) Motion carried. Meeting adjourned at 8:30 p.m.

Respectfully submitted by Leslie Vogt, Secretary