

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
February 23, 2016**

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

Meeting Convened: The Chair called the meeting to order at 7:02 p.m. (Meeting postponed one week from February 16th due to weather)

Acceptance of Minutes: January 19, 2016 minutes reviewed and accepted as written.

Old Business: The Secretary gave an update on the Friends of the Library. The fund raising raffle conducted at the Town Hall polling place on Election Day February 9, 2016 was a success, raising more than \$600. The Friends plan an additional raffle basket for the town elections on March 9, 2016. Next Friends meeting is scheduled for March 2, 2016.

Discussed on-going building maintenance issues: Warrant Article for repairs to the foundation pending before the upcoming town meeting on March 12, 2016. The Trustees acknowledge that anticipated increases to the local tax rate may jeopardize passage of the library warrant. The Director reported that a potential new contractor for elevator servicing visited the library and inspected the elevator. Currently it is working, but the Board remains interested in a new contract for routine maintenance and needed repairs. The Director mentioned the inoperative light over the sink in the utility closet. She has purchased a replacement pull cord and will ask the custodian to install it. The Director also informed the Board that the annual furnace cleaning is scheduled for February 24, 2016.

Director's & Treasurer's Reports: The Director's Report and Treasurer's report accepted as presented.

New Business: Mr. Tahnk has formatted the Director's new policy and agreement form for art displays. He will add it to the PDF policy manual.

The Director stated that the Sanderson Grant is approved for 2016. She plans to use some of the funds for Lego purchases, staff training coming up in August and the Summer Reading Program.

The Director also stated that the Friends of the Library have provided \$200 for honoraria and \$400 of library supplies.

Per discussions, the Director will email Mr. Tahnk her design for time sheet procedures so that he may incorporate them into the policy manual. Mr. Tahnk and the Director will work together on any formatting issues.

Miscellaneous: Mr. Tahnk spoke to acknowledge the service and dedication of our Chair, Nancy Fogg, who is stepping down from the Board effective with the next election. All present in strong agreement that Mrs. Fogg has served the town and the Carpenter Library with great devotion.

Next Monthly Meeting: March 15, 2016 at 7:00 p.m.

Adjournment: Motion to adjourn made and seconded. (Jim/Bill) Motion carried. Meeting adjourned at 7:54 p.m.

Submitted: Respectfully submitted by J.C. Allard, Secretary