

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING  
MINUTES  
July 21, 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 7:12 p. m. following directly, the annual Trustees walk-around checking the condition of the building and fixtures which began at 6:30 p.m.

**Acceptance of Minutes:** June 23, 2015 minutes reviewed and accepted with correction to a typographical error.

**Old Business:** Rose window update by the Secretary: Per telephone conversation with Mr. Avery our rose window will receive his “top priority” upon his return from the Restoration Trade Association workshop in Burlington, VT. He offered his assurances that the window would be done and delivered to us before the end of August.

The secretary gave an update on the Friends of the Library. No Friends meeting since last Trustees’ meeting. Quilt raffle concluded with Pittsfield resident Steve Keeley winning. A check for \$75 already presented to Mr. Keeley. The raffled quilt expected to remain in the library for display. The Friends report making a \$154 profit from the sale of quilt raffle tickets.

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

Discussed the proposed new circulation desk. The Treasurer, Bill Tahnk gave a progress report and showed photos of the work down so far. The project has advanced significantly and the major components are assembled.

Discussed installation of new air conditioner unit. Bill and Jim agreed to meet at 1:00 p.m. Wednesday July 22, 2015 to complete the installation of the unit.

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

**New Business:** Discussed individual impressions and recordings during the “walk-around.” Resolved to present the town a comprehensive report detailing our findings and making recommendations for repairs to the library structure. It appears that for several recent years reports of the Trustee’s findings have not gone anywhere but into the files and so no corrective efforts were initiated. This board determined that needed repairs be noted and corrective action be taken, if in our power to make happen.

**Miscellaneous:** Nothing to report.

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

**Next Monthly Meeting:** August 18, 2015 at 6:30 p.m. Beginning one half hour early due to the annual non-public session to discuss staff evaluations. (RSA 91-A: 3, 11, 12)

**Adjournment:** Motion to adjourn made and seconded. (Jim/Bill) Motion carried. Meeting adjourned at 8:15 p.m.

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