

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING  
MINUTES  
March 15, 2016  
DRAFT**

**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 6:58 p.m.

**Election of Officers:** Mr. Tahnk moved to elect Mr. Allard chairperson, Mrs. Vogt seconded the motion. Mrs. Vogt moved to reelect Mr. Tahnk treasurer, Mr. Allard seconded the motion. Mr. Tahnk moved that to elect Mrs. Vogt secretary, Mr. Allard seconded the motion. All three motions carried unanimously.

**Acceptance of Minutes:** February 23, 2016 minutes were reviewed. Motion to accept as presented made and seconded. (Mr. Tahnk, Mrs. Vogt). Motion carried unanimously.

**Old Business:**

Mr. Allard will remain the Trustee's liaison to the Friends of the Library. The Election Day raffles were very successful. The Friends will be donating \$150.00 to the library's Lego program, and have committed to supporting the 1000 books by Kindergarten program. The Friend's are working on a historical spread sheet to document the group's donations to the library's programs and services.

The Pittsfield 2016 Town Meeting passed the warrant article to fund repairs to the building foundation, and the library portion of the Town budget. Mr. Allard will write an article to describe plans for the foundation repairs, and submit the article to the *Suncook Valley Sun*. Mr. Tahnk will consult with Pittsfield's Town Administrator and then begin the process of hiring the contractor for the foundation repairs.

Mr. Tahnk presented the Payroll Procedures document that he and Mrs. Pietlicki had created. The Payroll Procedures document will be included in the Josiah Carpenter Library Personnel Manual

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

**New Business:**

Mr. Tahnk proposed the purchase of two lamps to help alleviate two areas of poor light in the Children's Room as described in the Director's Report. The Trustees authorized Mr. Tahnk to consult with Mrs. Pietlicki and purchase two lamps.

Mrs. Petlicki is considering the topic of collection development for the next update to Josiah Carpenter Library Policy Manual.

The Trustees authorized Mrs. Pietlicki to proceed with the 2016 maintenance and upgrades outlined the library's Technology Plan.

Motion to renew the Library's membership with the NH Library Trustees Association (NHLTA) was made and seconded (Mr. Tahnk/Mrs. Vogt). The motion passed unanimously. Mrs. Vogt and Mrs. Pietlicki plan to attend the NHLTA annual conference on May 23, 2016, and will submit scholarship requests for the cost of attendance. Mr. Allard and Mr. Tahnk will inform Mrs. Pietlicki if they choose to attend the conference.

Mrs. Vogt will draft a letter to Citizen's Bank to update the signatories to the Library bank accounts. When the letter is completed Mr. Allard will send the request to the bank.

**Miscellaneous:**

Mr. Tahnk adjusted the building thermostats to daylight savings time.

**Next Monthly Meeting:** April 19, 2016 at 7:00 p.m.

**Adjournment:** Motion to adjourn made and seconded. (Mr. Tahnk, Mrs. Vogt) Motion carried. Meeting adjourned at 8:02 p.m.

**Submitted:** Respectfully submitted by Leslie Vogt, Secretary