

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING  
MINUTES  
May 18, 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 7:05 p.m.

**Acceptance of Minutes:** April 19, 2016 minutes were reviewed. Motion to accept as presented made and seconded. (Mr. Tahnk, Mr. Allard). Motion carried unanimously.

**Old Business:**

Preparations are going smoothly for the Friends of the Library book sale that will take place during the first weekend of June.

The forms from Citizens Bank to update the signatories on the library's accounts have not arrived. Mr. Allard will contact the bank. The trustees hope to sign the forms at the June meeting.

Mr. Allard, Mrs. Vogt and Mrs. Pietlicki will be attending the NH Library Trustees Association conference on May 23<sup>rd</sup> and will discuss what they learn at the June meeting.

Mrs. Vogt stated that the Trustee's storage box contains the legal documents related to the library's trust funds and the personnel files for past employees. Mrs. Vogt will contact Cara Marston to learn how long the Town of Pittsfield keeps the files for past employees.

Mr. Tahnk and Mrs. Pietlicki presented the proposed update to the *Permission to Videotape* policy. Motion to accept as presented made and seconded. (Mr. Allard, Mrs. Vogt). Motion carried unanimously.

Mr. Tahnk and Mrs. Pietlicki presented the proposed update to the *Per Diem Substitute Job Description*. Motion to accept as presented made and seconded. (Mr. Allard, Mrs. Vogt). Motion carried unanimously.

Mr. Tahnk will review the renewals section of the circulation policy and present a revision at the June meeting.

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

**New Business:**

The June meeting will begin at 6:30pm to allow time for the annual building walk around. The Trustees will review the current condition of the facility and consider possible future repairs.

The Trustees decided to include the possibility of going into non-public session as a standard option on meeting agendas.

The Trustees discussed the future sale of 37 Main Street and decided to include 37 Main Street at an agenda item under old business. This will allow the Trustees to remain up to date on potential changes to this property for which the library is an abutter.

**Miscellaneous:** In the future the Library Trustees will meet on the third Wednesday of the month at 7:00pm. Due to a schedule conflict the June meeting will be held on June 22<sup>nd</sup>.

**Next Monthly Meeting:** June 22, 2016 at 6:30 p.m.

**Adjournment:** Motion to adjourn made and seconded. (Mrs. Vogt, Mr. Tahnk) Motion carried. Meeting adjourned at 8:29 p.m.

Respectfully submitted by Leslie Vogt, Secretary