

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
November 8, 2017**

Present: William Tahnk, Chairperson, Sandra Adams, Treasurer, Carol Grainger, Secretary and Leslie Vogt, Director.

Meeting Convened: 5:55 pm

Acceptance of Minutes – The October 18, 2017 minutes were reviewed and a motion to accept was made and seconded (Sandra/Carol). Motion carried.

Old Business:

Friends Update – Two radiator covers were built and installed in the new Children's area. They look great and very professional. Funding has been secured for the 'Books for Babies' program for next year. The Friends have taken orders for 86 poinsettia plants for the holidays.

2018 budget – Mr Tahnk is finalizing a powerpoint presentation of the proposed 2018 budget to be presented to town committees when requested.

37 Main St and the Historical Society Building Proposal – Larry Berkson met with the board to discuss the Historical Society's plans for a new building at the site where 33 Main once stood. The board again expressed support for the H/S to build adjacent to the library. Board members will be in attendance at the public hearing on the 14th and 28th regarding the 33-37 Main St proposals.

Library shuffle – The library reorganization is mostly complete after the carpets got cleaned upstairs and down. The board wishes to thank the high school basketball team for their hard work in making the move a reality.

Library Lift – The lift stopped working during the library shuffle. The battery had gotten run down during the power outage and had insufficient time to recharge before the lift was put in use to facilitate the move. It was serviced and all is well now.

Reports:

Director's Report – Leslie presented the Director's report. Several items were discussed:

- Shayla may have to resign due to a heavy course load. Sabrina may be tagged to replace her as Assistant Librarian/Technology.
- The WIFI upgrade has been completed and is operational.
- The chimney cleaning is tentatively scheduled for early December.
- The electrical work was completed for the downstairs outlet and the upstairs AC outlet.
- Sanderson Grant proposal is in progress. It is due to be submitted by December 31st.

Treasurer' Report – Given and discussed by the Board.

Motion to accept both reports was made and seconded (Sandra/Carol). Motion carried.

New Business:

Review of section A of the personnel manual – The revised Section A was approved and will be incorporated into the personnel manual. It will then be distributed to the board and posted on the internal website.

Donation – A donation was made to the basketball athletic fund as a thank you to the high school basketball team for their help in the move.

Miscellaneous:

Next Trustee Board Meeting: December 20, 2017 at 6:30pm

Meeting adjourned at 6:50 pm