

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
December 20, 2017**

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

Meeting Convened: 6:27 pm

Acceptance of Minutes – The November 8, 2017 minutes were reviewed and a motion to accept was made and seconded (Sandra/Carol). Motion carried.

Old Business:

Friends Update –The Friends took in a profit of \$262.75 from the 86 poinsettia plants ordered for the holidays. Library decorations were put up throughout the upstairs of the library. Books for Babies were packaged up and brought to the town hall. A consignment company was in touch with the Friends regarding the consignment and sale of hardcover books from the ‘for sale’ shelves.

2018 budget – Mr Tahnk updated the payroll section of the budget ppt and readied it for presentation, if warranted.

37 Main St and the Historical Society Building Proposal – Mr Tahnk and Mrs Vogt were in attendance at the public hearing on Nov 28 regarding the sale of 37 Main To Mr Gamble. We spoke out in favor of using the property by the Historical Society.

Library shuffle – The upstairs is mostly complete, aside from some carpentry work slated to be completed in January. There is still some work to be done in the adult non-fiction section downstairs.

Chimney Repair – A stainless steel flue was put in place inside the chimney and the chimney was cleaned.

Reports:

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

- Shayla will resign her position in January due to school conflicts, though she will continue to run the teen book club. For now, her duties and hours will be shared by the other employees.
- The Sanderson Grant proposal was presented and discussed by the board. 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 (Carol/Sandra). Motion carried.

New Business:

Proposal to BOS for chimney repair – A proposal to the BOS to consider the repair of the library chimney as part of the capital outlay portion of the town budget was discussed. Mr Tahnk will finalize the proposal and submit it to the BOS with a copy to Cara on the 21st.

Salary adjustment for the Children's librarian – A salary adjustment to take effect at the 6-month review was approved.

Carpentry work in the Children's room – Approved using encumbered funds from 2017. Will be completed in January 2018.

Annual report of the trust fund money market account – A motion to henceforth submit an annual report of the trust fund MM account to the town in January was approved.

For all new business, motion to accept was made and seconded (Sandra/Carol). Motion carried.

Miscellaneous:

Remaining excess funds from 2017 were encumbered for use towards salaries in January 2018.

Next Trustee Board Meeting: January 17, 2018 at 6:30pm

Meeting adjourned at 7:27 pm