

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

July 18, 2018

Present: Sandra Adams, Chairperson; Carol Grainger, Treasurer; Leslie Vogt, Library Director; Theresa Endler, Secretary; and Clayton Wood.

Meeting Convened: 4:52 pm

Acceptance of Minutes: The June 27, 2018 Minutes were reviewed. Sandra noted a few corrections. A motion was made to correct, then the minutes were accepted and seconded (Theresa/Carol). Motion carried.

Old Business:

Friends Update – The Friends have not met recently; however, they have communicated via email regarding the barn renovation proposal. There is a concern that the Friends may not be able to accept and manage donated funds for the library renovation if it does not comply with the group's bylaws.

Discussion of barn/property – Clayton Wood was present and reiterated his wish to begin the barn renovation as soon as possible so that the barn could be secured before winter weather could do further damage. The Select Board is scheduled to address Mr. Wood's proposal at their next meeting. The Trustees once again raised the issues of liability, insurance, and waivers and Clayton said he would address this with the Select Board. In addition, Clayton said he would look into the Friends of the Library bylaws to see if it is feasible for donations to be managed through their account.

Desk Update – Leslie reported that she has contacted the Food Pantry regarding the Library's former circulation desk that is being held at their property. The Food Pantry is willing to exchange the circulation desk for a computer desk that the library no longer needs. Leslie mentioned that David Harper has agreed to inspect the desk and provide an estimate for refinishing it within the next few weeks; however, he would not be able to work on the project until this fall.

Reports:

Director's Report – Leslie presented the Director's Report. Items of note were: 1. Leslie is going to be obtaining a quote for new computer software; 2. The annual maintenance of the furnace is scheduled for tomorrow (7/19) and Leslie is waiting to receive information on heating oil prices and a contract; 3. Leslie is going to seek a quote for carpet cleaning; and 4. The chimney repair is still on hold as the Select Board was looking to obtain an estimate from another mason.

Treasurer's Report – Finances were reviewed.

Motions to accept both reports were made and seconded (Theresa/Carol). Motions carried.

New Business:

Recent donations – There was discussion regarding a donation of \$250. Leslie felt that the money should be spent on something that recognized the spirit of the donation. The group considered a few options and decided to take more time for consideration before reaching a decision.

Review Library Card Procedures – Leslie had provided printed copies of the Library’s Circulation Policies and New Employee Training Checklist at the previous meeting. After reviewing the policies, it was decided that Leslie will write a draft of a new policy for procuring a library card that is patron friendly. The ultimate goal is to encourage people to use the library. This draft will be reviewed at the next meeting.

“Blackbox” – library legal papers – Leslie showed the Trustees the storage location of the Blackbox that holds the library’s legal papers. There was a quick overview of the contents of the box and it was suggested that the Trustees should review the files in the future.

Miscellaneous – none

Adjournment - Moved and seconded (Theresa/Carol) at 6:05.

Next Trustees Board Meeting: Wednesday, August 15, 2018 at 5:00pm