

# JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

## MINUTES

August 15, 2018

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

**Meeting Convened:** 5:00 pm

**Acceptance of Minutes:** The July 18, 2018, minutes were reviewed and a motion to accept was made and seconded (Carol/Theresa). Motion carried.

### **Old Business:**

**Friends Update** – The Friends met on August 1<sup>st</sup> to hear proposals by Clayton Wood and Bill Miskoe regarding the barn renovation. Mr. Miskoe had met with an architect and was recommending that an architectural concept study be prepared to address the library, the barn, and any possible expansion. The Friends felt that the Trustees and the Select Board would need to decide on this proposal. Mr. Wood was proposing that the Friends act as a conduit for any funds raised for the barn renovation. The Friends decided that this was within the scope of their by-laws and they agreed to accept this proposal.

**Discussion of barn/property** – Clayton Wood had emailed Sandra and the members of the Friends of the Barn Renovation to explain that he was still waiting on a final decision from the Select Board before they could start working on the project. The Trustees discussed the plans and reiterated their concerns that the property needs to be secured to deter trespassers and the roof needs to be repaired before winter. If no decisions have been made by the next meeting, the Trustees will again urge to Select Board to address the issue.

**First Draft of Library Budget** – Leslie presented a draft of the proposed Josiah Carpenter Library Budget for 2019. She explained the rationale for various changes in the budget and expressed her concerns regarding how the budget will be handled as the town transitions from a town meeting format to SB2. There will be further discussion of the budget at the next meeting.

**Desk Update** – Leslie reported that David Harper is planning to visit the Food Pantry on Monday, Aug. 20<sup>th</sup> to assess the condition of the circulation desk. She hopes to have further information at the next meeting.

**Library Circulation Policy** – Discussion on this topic was tabled until Leslie has adequate time to draft a new policy.

**Chimney Update** – Leslie reported that the Select Board has reviewed the proposals and awarded the contract for the chimney repairs to be completed. She expects that the work will be done during October.

### **Reports:**

**Director's Report** – Leslie presented the Director's Report. Items of note were: 1. The library's software update has been completed; 2. A quote for carpet cleaning was obtained and the cleaning will take place after the original circulation desk is installed; 3. The library has had some water

damage in 2 locations. There was a leak above the stairwell which was patched by H & H Exteriors. Leslie will continue to monitor this area. A second area of concern was noted in the bathroom where it appears the basement foundation is leaking. Leslie will contact the Select Board to inform them of the need for repairs; 4. The purchase and installation of a bike rack has been postponed until the barn renovation issue is resolved; 5. Leslie informed the Trustees that she has been awarded a scholarship to cover her registration fee for the New England Library Association Conference to be held in October in Warwick, RI.

**Treasurer's Report** – Finances were reviewed.

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

**New Business:** none

**Miscellaneous:** none

**Adjournment** - Moved and seconded (Carol/Theresa) at 5:49.

**Next Trustees Board Meeting: Wednesday, September 12, 2018 at 5:00pm**