

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

September 12, 2018

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

Meeting Convened: 5:02 pm

Acceptance of Minutes: The August 15, 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 September 12th and made plans for two fund-raising events. They are planning a raffle on Nov. 6th (Election Day) and poinsettia sales for the Christmas season. They reiterated their willingness to aid in the restoration of the circulation desk by donating \$350.00 towards the project. In addition, they will be exploring the idea of producing an informational brochure to promote the library and the services it offers to the community.

Updates on barn/property – Leslie informed the group that the barn has been secured to prevent trespassing. Bill Miskoe attended the meeting to restate his concerns that the renovation of the barn would prevent the library from considering an expansion for 5 years. The Trustees felt that the library and the town were not in the financial position to seriously consider an expansion. Clayton Wood reported that progress is still hampered while the town/Select Board considers insurance and liability issues. The Trustees are still in agreement with the plans to let the volunteer group renovate the barn for library and community use; however, they are concerned that the liability issues need to be settled soon so that the barn does not deteriorate due to winter weather. Sandra will draft a letter to the Select Board addressing the concerns of the Trustees.

Library Budget – Leslie presented a finalized draft of the proposed Josiah Carpenter Library Budget for 2019. She noted that the library was seeking \$83,954.00 for next year, approximately a 4% increase in its budget. The budget needs to be submitted soon for the town's approval.

Desk Update – Leslie reported that David Harper provided a quote of \$475.00 for the proposed restoration and moving of the antique circulation desk. The Friends of Josiah Carpenter Library have offered \$350.00 towards the work and Leslie felt that the library could cover the remaining costs. The work should be able to be completed by mid-October. Leslie will confirm the work with David Harper.

Library Circulation Policy – Leslie has provided a draft of an updated circulation policy. She explained the rationale for the changes. There was also discussion about including information about New Hampshire RSA 201-D:11 in regards to how this state law impacts library patron confidentiality. Leslie will continue to revise the draft making the necessary changes that were discussed. The Trustees will consider and vote on the policy at the next meeting.

Reports:

Director's Report – Leslie presented the Director's Report. Items of note were: 1. New children's programs have begun and the first session was well attended. There are also activities planned with Pittsfield Elementary School and at the upcoming *Harvestfest*; 2. The highway department came to assess the water damage/drainage situation that was noted near the foundation. They suggested replacing the storm window that has been missing and they will be doing some regrading to direct the water away from the foundation.

Treasurer's Report – Finances were reviewed. Leslie noted there had been a slight increase in the library's electric bill during the summer months due to the air-conditioner. However, considering the lengthy heat waves, the increase was reasonable and the air-conditioner was a necessity.

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

New Business: There was discussion about the feasibility of using the paved area near the barn for off-street parking. Leslie explained how the availability of parking in this area would make access to the library easier for patrons who find the stairs or long sidewalk difficult to manage. It was decided to bring the idea to select board for their consideration.

Miscellaneous: none

Adjournment - Moved and seconded (Carol/Theresa) at 6:12.

Next Trustees Board Meeting: Wednesday, October 17, 2018 at 5:00pm