

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
June 22, 2016**

Present: Secretary Leslie Vogt, William Tahnk, Treasurer, Beverly Pietlicki, Library Director.

Meeting Convened: Mr. Tahnk agreed to serve as chair in the absence of Mr. Allard and called the meeting to order at 6:37p.m.

Non Public Session: The person who requested a non-public session was not able to attend the meeting. Consequently, the non-public session was re-scheduled for the July meeting.

Acceptance of Minutes: May 18, 2016 minutes were reviewed. Motion to accept as presented made and seconded. (Mrs. Vogt, Mr. Tahnk). Motion carried unanimously.

Old Business:

Mrs. Pietlicki had met with Mrs. Belliveau, President of the Friends of the Library. The Friends have agreed to reimburse the library for the cost of meals that were provided during recent library programs for teens. The Friends will be creating three gift baskets that will serve as prizes for the conclusion of the summer reading program. The Friend's potential contribution to other summer reading program expenses is under consideration.

At the July meeting Mr. Allard, Mrs. Vogt and Mrs. Pietlicki will be share the information that they learned at the NH Library Trustees Association conference.

The trustees will not be conducting a building walk around during the summer season. A walk around will be considered in the future if it is deemed potentially useful.

Director's & Treasurer's Reports: The Director's Report and Treasurer's Report were reviewed. Motion to accept as presented made and seconded (Mrs. Vogt, Mr. Tahnk). Motion carried unanimously.

Mrs. Pietlicki's July vacation was approved, due to the resignation of a library staff member there may be adjustments to the summer reading program to accommodate the vacation period.

Mrs. Pietlicki will prepare draft policies for *Animals in the Library* and *Service Animals* for the Trustees to review in the future.

There was discussion of the value of reviewing the Treasurer's report as an Excel file attached to the Trustees meeting agenda. Motion to begin having the Treasurer's Report emailed with the Trustee's meeting agenda was presented and seconded. (Mrs. Vogt, Mr. Tahnk). Motion carried unanimously.

New Business:

Two library computers were sold at the Friends of the Library book sale; the Friends will transfer the proceeds from the computer sale to the library. Additional computers no longer in use by the library remain available. Mrs. Pietlicki will contact the Pittsfield Historical Society and the Friends of the Library to see if they would like to take ownership of the computers. If any remaining computers remain available they will be put in the book sale room for potential purchase by the general public. If no one chooses to purchase the computers Mrs. Pietlicki will arrange for the computers to be recycled via the BCEP Solid Waste District.

Implementation of library branding will be discussed at the July meeting.

Standard guidelines for New Hampshire public library policies and procedures concerning non-public sessions were reviewed. Mr. Tahnk will prepare a draft policy and procedure form for the July meeting.

Mrs. Pietlicki shared information from the New Hampshire Municipal Association concerning guidelines for emailing the Trustees with updates concerning employee performance. In the future Mrs. Pietlicki will potentially email updates as needed; her emails will conform to the Municipal Association's guidelines.

Diane Rider submitted a letter of resignation dated May 24, 2016. Acceptance of Mrs. Rider's resignation as final was made and seconded. (Mr. Tahnk, Mrs. Vogt). The motion passed unanimously.

Mrs. Pietlicki will begin the process of hiring a library assistant.

Next Monthly Meeting: July, 20 2016 at 6:30 p.m.

Adjournment: Motion to adjourn made and seconded. (Mrs. Vogt, Mr. Tahnk) Motion carried. Meeting adjourned at 8:03 p.m.

Respectfully submitted by Leslie Vogt, Secretary