

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
September 21, 2016
DRAFT**

Present: J.C. Allard, Chair, William Tahnk, Treasurer, Leslie Vogt, Secretary, Beverly Pietlicki, Library Director.

Meeting Convened: 7:00p.m.

Acceptance of Minutes: August 17, 2016 minutes were reviewed. Motion to accept as submitted made and seconded. (Mr. Tahnk, Mrs. Vogt). Motion carried.

Old Business:

The Friends of the Library are preparing for raffle to be conducted on Election Day. The Friends have received a donation from the Suncook Valley Rotary club for the books for babies program. The inventory of items donated to the library by the Friends is almost complete. The trustees discussed the value of adopting a policy for the disposal of any item owned by the library, including donated items. Mrs. Pietlicki will write a draft policy that will outline steps to be taken prior to disposal and submit the draft policy to the Trustees.

The Library Trustees meeting minutes are now posted on the Town of Pittsfield website.

The Trustees discussed the possibility of working with PMHS to create a logo for the library. It was decided to postpone the creation of a logo.

Mr. Tahnk presented a revised annual performance evaluation form for the position of library director. The draft was accepted and all the trustees and Mrs. Pietlicki signed the document.

Mr. Tahnk presented revisions to the qualifications section for the job descriptions for all library employees. The revisions were accepted and all the trustees and Mrs. Pietlicki signed the document.

Mrs. Holly Brown began working as a circulation assistant on September 12, 2016.

There were no updates concerning the construction project to repair the library's foundation and improve drainage. Mr. Tahnk remains in communication with the contractor and it remains possible that work will begin in October.

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

Mr. Allard will inquire about the Town of Pittsfield contract for the per gallon price for heating oil for the 2016/2017 heating season.

New Business:

A draft of the 2017 budget was reviewed in detail. Overall the budget will be close to the same total for 2016. The trustees decided to utilize funds generated through the library trust funds to purchase a one year subscription to the *Ancestry* website. If a good number of patrons access the website the subscription may be renewed.

Ms. Pietlicki will research the cost of replacing the library copier. The new copier will be multifunctional to include scanning and fax features. The technology portion of the budget will include replacement of the library director's computer.

Each of the trustees has walked around the outside of 37 Main Street. Discussion ensued concerning the potential adjustments to the lot lines for the property occupied by the library building and the potential usefulness of the barn currently located at 37 Main Street. Mr. Allard will invite Mr. Bill Miskoe to the October meeting to enable a discussion about Mr. Miskoe's plans for 37 Main Street.

Next Monthly Meeting: October 19, 2016 at 7:00 p.m.

Adjournment: Motion to adjourn made and seconded. (Mr. Tahnk, Mrs. Vogt) Motion carried. Meeting adjourned at 9:07 p.m.

Respectfully submitted by Leslie Vogt, Secretary