

# JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

## MINUTES

MAY 16, 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 April 18, 2018 Minutes were reviewed. A motion was made to accept and seconded (Theresa/Carol). Motion carried.

### Old Business:

**Friends Update** – Friends are preparing for the Used Book Sale to be held on June 2, 2018.

**Trustees statement for Select board meeting** – There was discussion on the use of the donated barn/property. The Trustees would prefer to see the barn preserved and used in a manner to benefit the Pittsfield community with the understanding that the Select Board will make a final decision. Sandra will prepare a statement of the Trustees to be presented at the May 22, 2018 public hearing.

**Director's Performance Evaluation** – The director submitted her self-evaluation as the final stage of her annual performance review. The completed evaluation will be placed in the Director's Personnel File. There was further discussion of the director's salary and the Trustees agreed to a 2% raise effective on Monday, May 21, 2018. Motion regarding salary increase was made and seconded (Theresa/Carol). Motion carried.

**NHLTA** – Theresa gave an overview of the NHLTA Library Trustee Orientation session that she attended in Hooksett on May 12, 2018. Sandra presented a summary of the NHLTA Conference that she attended in Manchester of May 14, 2018. Both felt that these sessions were informative and helpful to the Trustees.

### Reports:

**Director's Report** – Leslie presented the Director's Report. Important issues were: 1. A proposal to purchase a new computer for the circulation desk and to convert the present circulation desk computer to one for public use. Money for this purchase has been included in the budget. 2. A proposal to purchase 2 window AC units for the children's room. A motion approving the purchase was made and seconded (Theresa/Carol). Motion carried. 3. A plan was presented to restore the library's original circulation desk to the main room of the library. The original antique desk is presently at the food pantry but could be moved back to the library after receiving some minor restoration. A motion to approve this plan was made and seconded (Carol/Theresa). Motion carried.

**Treasurer's Report** – Finances were reviewed and discussed. Also, it was noted that the library finances will undergo an audit next week (May 21).

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

**New Business:**

**Summer Plans** – The Director and Children’s Librarian are completing plans for the Summer Reading Programs. These weekly programs will serve both pre-school and school age children.

**NHLTA Membership** – Membership information and dues will be submitted to NHLTA for the 3 library trustees.

**Miscellaneous** – None

**Adjournment** - Moved and seconded (Theresa/Carol) at 5:51.

**Next Trustees Board Meeting: Wednesday, June 27, 2018 at 5:00pm**