

# JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

## MINUTES

October 18, 2017

**Present:** William Tahnk, Chairperson, Sandra Adams, Treasurer, Carol Grainger, Secretary and Leslie Vogt, Director.

**Meeting Convened:** 6:28 pm

**Acceptance of Minutes** – The September 20, 2017 minutes were reviewed and a motion to accept was made and seconded (Sandra/Carol). Motion carried.

### **Old Business:**

**Friends Update** –The Friends have approved a proposal to build and pay for two radiator covers for the new Children’s area. They are exploring whether to conduct a poinsettia sale again this year.

**2018 budget** – Leslie submitted the proposed 2018 budget total to the Town Administrator. A motion to approve the final 2018 budget proposal was made and seconded (Carol/Sandra). Motion carried.

**37 Main St and the Historical Society Building Proposal** – The chairperson recently met with Liz Dimmick, who indicated that the Hist Soc was again interested in constructing their new building on the site of 33/37/Main St. Bill Miskoe has place a petition at the library to delay a decision on 37 Main til the town meeting. The board discussed the petition and disagrees with the wording.

**Library shuffle** – The carpet in the Children’s Room is scheduled to be cleaned on October 20<sup>th</sup>. The room will be closed on that day. The high school basketball team, under the supervision of Rick Anthony, will come to the library on November 5th to move shelving units

from the back room of the first floor to the lower level. The first floor carpets will then be cleaned on November 6th and the entire library will be closed for the day. The Children's Library will then be set up on the first floor and the adult books moved to the lower level.

**Thermostat** – The library thermostats have been adjusted to reflect the new library hours.

**Gutters** – Joe Darrah cleaned the gutters of leaves and debris and refused payment. A thank you card was sent.

### **Reports:**

**Director's Report** – Leslie presented the Director's report. Several items from it are discussed in the New Business section of the minutes.

**Treasurer' Report** – Given and discussed by the Board.

Motion to accept both reports was made and seconded (Sandra/Carol). Motion carried.

### **New Business:**

**Review of section A of the personnel manual** – There is still work to be done on Section A of the personnel manual to make it acceptable to all. Sandra and Leslie handed out a draft of proposed changes. The draft changes will be incorporated into the personnel manual and voted on at the November meeting.

**Chimney Cleaning** – Crown chimney of Hooksett is scheduled to clean the chimney on November 1<sup>st</sup>..

**Bike rack** – Leslie got several quotes for a bike rack for the library. We will be submitting it as part of our Sanderson grant proposal.

**AC outlet** – Chris Ward has given us a quote to move the AC outlet so that the AC can be mounted in the side window next year. Additionally, there is an outlet that needs repair in the bottom floor. A motion was made and seconded (Sandra/Carol) to go forward with the electrical repairs. Motion carried.

**Miscellaneous:**

Leslie will be taking a local vacation October 23-28. An accounting of Leslie's accumulated vacation will be sent to her.

**Next Trustee Board Meeting:** November 15, 2017 at 6:30pm

Meeting adjourned at 7:50 pm