

**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING  
MINUTES  
December 14, 2016**

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

**Meeting Convened:** Mr. Allard called the meeting to order at 4:04 p.m. The meeting was convened at the Pittsfield Town Hall because the library is currently closed due to inoperable toilet facilities and running water.

**Acceptance of Minutes:** The September 21, 2016, October 19, 2016 and November 15, 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 poinsettia was successful and all the plants have been delivered.

The Property Disposal Policy and amendment of the Gift Policy were reviewed and initialed as submitted. Mr. Tahnk will update the policy manual.

**Director's & Treasurer's Reports:**

The Director's Report and Treasurer's Report were reviewed.

The underground waste water line continues to be clogged, and is possibly broken. Due to the lack of toilet facilities and running water the library was closed on December 8, 2016. Legal services counsel of the NH Municipal Association has provided the following interpretation of the library's responsibility to provide sanitary facilities:

**Legal Inquiries** <legalinquiries@nhmunicipal.org>  
To: "leslievogt@gmail.com" <leslievogt@gmail.com>

Tue, Dec 13, 2016 at 10:01 AM

Good Day Ms. Vogt:

To follow up our telephone conversation on the unfortunate sewer pipe dysfunction problem at the Josiah Carpenter Library.

Concerning the lack of sanitation facilities for the Library's Employees, there is a statute that addresses this issue. RSA 277:10 provides that every employer shall "provide and maintain reasonable and proper toilet facilities and reasonably sanitary and hygienic conditions for employees." Since such facilities cannot now be provided inside the library itself, if such facilities were within a reasonable walking distance of the library building this would be compliant with the statute in my opinion. In the alternative the library could provide a porta-potty as a suitable alternative.

On the subject of lending out your employees to do alternative work while the library building is effectively closed down, this is permissible so long as that alternate work was for Josiah Carpenter Library business. The dollars appropriated by the Pittsfield Town Meeting is for library purposes, not to support other enterprises in Town such as a non-profit day-care or the Pittsfield School District.

Stephen C. Buckley, Esquire

*Legal Services Counsel*

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Based on the counsel provided by the NHMA the Trustees authorized Ms. Pietlicki to reopen the library on Monday December 19, 2016. Until the waste water pipe is fixed the library will be open during daylight hours only. Ms. Pietlicki will choose new operating hours and consult with employees to create a new work schedule.

Motion to accept as presented made and seconded (Mrs. Vogt, Mr. Tahnk). Motion carried unanimously.

**New Business:**

It was determined that it is not necessary to install a separate fax line at the library.

Mr. Larry Konopka, Chairperson of the Pittsfield Board of Selectmen, joined the meeting to discuss further steps to repair the waste water pipe. Mr. Tahnk will contact recommended contractors to collect

cost estimates and repair options. Mr. Allard will consult with Mr. Konopka to determine the best option for completing the necessary repairs.

Once the waste water pipe is fixed the toilet will need to be put back in place in the rest room. Mr. Tahnk volunteered to reseal the toilet.

When the library receives the bill from Al Terry Plumbing, Ms. Pietlicki will consult with Mr. Tahnk concerning payment.

Ms. Pietlicki presented a final draft of the application to the Sanderson Fund. The application was reviewed and she will submit the application.

The Trustees decided to change the regular monthly meeting time to 4:00pm on the third Wednesday of the month at the Pittsfield Town Hall.

### **Miscellaneous:**

In late November Mr. Allard and Mr. Miskoe walked the boundaries of the proposed lot for 41 Main Street. During late December, it is likely that the deed for the land and barn that comprise the new lot will be transferred to the Town of Pittsfield, NH. Once the transfer occurs Mr. Allard will organize volunteers to button up the barn for the winter. At the January meeting the Trustees will discuss conducting public hearing to solicit input concerning 41 Main Street.

The December 21, 2016 meeting was cancelled.

**Next Monthly Meeting:** January 18, 2016 at 4:00 pm at the Pittsfield Town Hall.

**Adjournment:** Motion to adjourn made and seconded. (Mr. Tahnk, Mrs. Vogt) motion carried. Meeting adjourned at 5:30 p.m.

**Submitted:** Respectfully submitted by Leslie Vogt, Secretary