

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

January 19, 2022

Present: Sandra Adams, Chairperson; AnneMarie Chapman, Secretary; Leslie Schuster, Treasurer, Melissa Babcock, Library Director

Meeting Convened: 10:30a.m.

Review agenda: Agenda reviewed, revised and a motion made to accept was made and seconded. (Sandra/Leslie S.) Motion carried.

Acceptance of Minutes: The December 15, 2021, minutes were reviewed, then amended, and a motion to accept was made and seconded. (AnneMarie/Leslie S.). Motion carried.

Old Business:

Friends of JC Library – The Friends are entertaining the idea to solicit donations to help the children and teen programs that will be held throughout the year

Review Circulation Policy (A1,A2, C) – Revisions of the policies were given to Melissa to incorporate in the policies and redistribute these to the trustees for their further review and approval.

Library of Things Update – The four towns involved in the LOT will potentially split the cost of two lawyers to make sure all is well with the LOT Lending Agreement and Memorandum of Understanding for LOT. We will attempt to get it on the agenda of the next BOS meeting discuss that possibility.

Update on meeting with Select Board re:driveway maintenance Berry House – Sandra attended the Jan. 11th BOS meeting and a discussion was had and agreed that the town's lawyer will look at the language of a possible agreement regarding snow removal at the Berry House. Melissa will attend the next BOS meeting to see what updates may have occurred.

Reports:

Director's Report – Melissa presented the Director's Report, items of note:

- Melissa drafted ads for a per-diem custodian and a part-time adult circulation assistant.
- The teen room purchases have arrived, including a new table and chair set, magnetic poetry activity, and zen garden. It is planned to offer monthly make and take activities in the newly upgraded area.

A motion was made and seconded to accept the Director's Reports (AnneMarie/Sandra.).

New Business:

Leave/Holiday Time Policy – There is currently not a policy in place to cover leave/holiday time and we all agreed there is a need for one.. The trustees and Melissa agreed that holiday time is to be used during the given year and not carried over. You may carry over your yearly allotment for leave time from year to year, but no more. Melissa will draft a leave time policy which we will review at our February meeting.

Thank you/welcome letters – Sandra drafted two letters. One thanking Leslie for her years of service and another welcoming Melissa as our new Library Director. They will be put in the Post.

Policy review – Trustees will review Disposal of Material and Equipment Policy for our February meeting.

Adjournment: Moved and seconded at 12:42 p.m.(AnneMarie/Leslie S.)

Next Trustees Board Meeting: February 16, 2022 at 10:30 a.m.