**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

**MINUTES**

**June 16, 2021**

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

**Meeting Convened:**  5:00 p.m.

**Acceptance of Minutes:** The May 19, 2021, minutes were reviewed and a motion to accept was made and seconded. (AnneMarie/Leslie S.). Motion carried.

**Old Business:**

**Friends of JC Library** – It was confirmed that the thank you cards were mailed out to our gracious Friends.

**Strategic Planning Goal Activities**

 **Mockups of library logo** – Denise Grattage joined our meeting accompanied by her various logo mockups. We were pleased with the results and will allow the public to choose their favorite as our final logo. Melissa and Emily will work on getting together a Facebook and Instagram survey. Also, Melissa will work on a way in which the attendees of Story Hour at the Town Pool can cast their votes as well. Leslie V. will also work on getting an article in the Pittsfield Post.

 **Community Night Out** – Carol from Pittsfield Players contacted Leslie regarding our celebration and told us the Players have a show scheduled September 17 – 19th and would not be able to participate if during this time frame. The trustees wondered if we choose that time frame, then the show itself could be incorporated into the Community Night Out. In order to get other organization's input and involvement, Sandra will invite community groups to our July 21st meeting. Leslie S. will work on putting an article in the Pittsfield Post inviting any interested community members to our July 21st trustee meeting to make plans for our Community Night Out.

**Barn razing estimates** – Leslie V. received a quote from Concord Building Services. Sandra will notify Cara of this and see if the Select Board would like to meet at this time. Leslie S.will research whether a grant is available for this endeavor.

**Review of Town of Pittsfield Financial Policy** – The board agrees the Town's Financial Policy should be adopted as our own with the disclaimer that references to Town Administrator or Select Board shall be interpreted to J.C.L. Board of Trustees. We shall vote on this at the July meeting.

**Reports:**

**Director's Report** – Leslie V. presented the Director's Report; items of note:

* + 1. Leslie V. confirmed that the little free library at the food pantry has been set up.
		2. Leslie V. confirmed the first round of federal government relief funding has been filed.
		3. A small group of local libraries has met to discuss applying for the competitive round of pandemic relief funding. Another meeting is scheduled for July 13th.

**Financial Report** – Leslie V. presented the Financial Report that was received from Cara Marston, Town Administrator. All looked well with the Expenses & Encumbrances Sheet and the Revenue Sheet. A motion was made and seconded to accept the Director's and Financial Reports (AnneMarie/Leslie S.).

**New Business:**

**Things you should know about your library** – Leslie V. provided trustees with the current informational pamphlet the library uses. We agreed it was outdated, but a great start upon which we will work on improving within our Strategic Goal Activities.

**Miscellaneous:**  Leslie V. was contacted by Senior Community Services Employment Program, which helps low income folks 55+ reenter the workforce by allowing them to volunteer at your place of business. Leslie V. will reach out to the program for further information.

**Adjournment:** Moved and seconded at 6:39 p.m.(AnneMarie/Leslie S.)

**Next Trustees Board Meeting: Wednesday, July 21, 2021, at 5p.m.**