

# **JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

## **MINUTES**

**October 20, 2021**

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

**Meeting Convened:** 10:30 a.m.

**Acceptance of Minutes:** The August 16, 2021, minutes were reviewed and a motion to accept was made and seconded. (AnneMarie/Leslie S.). Motion carried.

### **Old Business:**

**Friends of JC Library** – Leslie V. will email a thank you to the Friends in honor of National Friends of Libraries Week. She will see if they'd like to get together and touch base sometime soon.

**Water in the basement issue** - One bookshelf will be removed from the library in order to allow the carpet to be rolled back because of the water in the basement. Due to lack of recent rainfall, the children's groups have been able to meet downstairs, but one heavy rain could cause the children's group to either meet upstairs or not at all.

**Barn demolition follow up** – The barn demolition is near completion. Sandra has met with both Noel Gourley, Superintendent and Jim Parker from J. Parker and Daughters Construction, Inc. and it is agreed that Mr. Parker will drop one more load of rip rap at the demo site.

**In-house posting of library director position** – The in-house posting of the library director position will be done in the Jenkins Room. The deadline to receive applications will be November 3, 2021.

**Electrician proposal** – The library will accept the proposal from Beauregard Electrical Services, LLC to install 9 new receptacles and 5 LED retrofit kits in the downstairs fluorescent lighting. The total was quoted at \$2135.

**Repainting book drop** – Mike St. George has graciously volunteered to repaint our book drop black and fix any issues with uneven legs. We will then have magnets made with our library logo on them to attach to either side of the book drop.

### **Reports:**

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

- The Barnstead Library has filed grant application to create a maker space. If this goes through, they will allow Pittsfield residents full access, which the library will

pay \$250 for.

- Children's activities are running smoothly, attendance is running a bit higher than anticipated.

**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:**

**Budget** – The 2022 yearly budget has been drafted and discussed among all attending. There is a learning curve because of the transfer of book-keeping duties from the library director to the town of Pittsfield, but all felt that the budget process is more transparent and easier to understand. The budget will be finalized and presented to the Selectboard on November 2, 2021

**Adjournment:** Moved and seconded at 12:28 p.m.(AnneMarie/Leslie S.)

**Next Trustees Board Meeting: Wednesday, November 17, 2021, at 10:30 a.m.**