

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

February 16, 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/AnneMarie) Motion carried.

Acceptance of Minutes: The January 19, 2022 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 have decided to continue to collect ink cartridges and pass on the benefits of this program to the library.

Update on posting part-time custodial position– Melissa has received one application for the position and will request an interview in the near future.

Review and discuss Library Collection, Circulation, Library Function and Program Policies – After much discussion we will continue in our talks next month.

Earned leave time accrual discussion – The trustees decided to limit accrual of vacation time to two weeks. Holiday pay must be used during calendar year and upon termination of employment, the library will pay out leave time only. Melissa will draft the changes and we will review at March's meeting.

Reports:

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

- The library's holidays off will be amended to read "If New Years Eve falls on a Saturday we will be closed."
- Selectboard agreed to share the expenditure for shared lawyer fees to look over Library of Things MOU and Lending agreements. Melissa forwarded us the documents as they were amended by the lawyers. There were two questions trustees needed to address : 1. Did we want paper signed by library patron each time they

borrowed an item or on yearly basis? We chose each time an item is borrowed. 2. How many items may a patron borrow at one time? We thought that best left up to the discretion of each library's library director.

- Head Start has agreed to laminate StoryWalks, saving the library about \$50 – 70 per story
- Thomas noted the shed is sinking into the ground, causing the door not to open well. He will put forth a proposal outlining what is needed to fix it and the cost involved.
- The AED battery and pad need to be replaced. The battery will get replaced and a representative will come and train all employees how to use the device.

A motion was made and seconded to accept the Director's Reports and December's Financial Report (AnneMarie/Leslie S.).

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

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