

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

April 15, 2020

Present: Sandra Adams, Chairperson (via phone); AnneMarie Chapman, Treasurer; Leslie Vogt, Library Director; and Theresa Endler, Secretary (via phone).

Meeting Convened: 5:00 pm

Acceptance of Minutes: The March 18, 2020, minutes were reviewed and a motion to accept was made and seconded (Sandra/AnnMarie). Motion carried.

Old Business:

Friends Update – The Friends of Josiah Carpenter Library have not met due to the Coronavirus “stay at home order” that has closed the library. They have agreed to postpone future meetings until the health crisis abates.

Review of Pandemic Policy – The members reviewed the policy that Leslie had provided at the March meeting. All felt that the policy was comprehensive and covered all possible circumstances. A motion was made to accept the Pandemic Policy as written and review as needed in the future (Theresa/AnneMarie). Motion carried.

Update on 125th Birthday Celebration – Due to the health quarantine, all the events have been postponed and will be rescheduled when the library reopens.

Reports:

Director's Report – Leslie presented the director's report; items of note:

1. The Art Conservation Grant has informed Leslie that they are maintaining the schedule that they had established. The library's Letter of Intent has been prepared to be sent in early May. The full grant proposal will be addressed in July.
2. The library staff is continuing to work even though the library is closed, though some have chosen to work reduced hours or a more flexible schedule. The staff has been working on cataloging and updating records. Overall, the library is open/working 16 fewer hours per week which means there are surplus funds in the salary budget.
3. There was discussion of tackling some library repair projects using money that has been saved due to salary reductions. Leslie will be investigating and getting some estimates.

Financial Report – Leslie presented the financial reports; there were no unusual expenditures.

A motion was made and seconded to accept the Director's Report and the Financial Report (AnneMarie/Theresa). Motion carried.

New Business: none

Miscellaneous: We will assess the quarantine status during the beginning May and make adjustments if necessary.

Adjournment - Moved and seconded (AnneMarie/Theresa) at 5:30p.m.

Next Trustees Board Meeting: Wednesday, May 20, 2020, at 5:00pm