

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

May 20, 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 April 15, 2020, minutes were reviewed and a motion to accept was made and seconded (AnneMarie/Sandra). Motion carried.

Old Business:

Friends Update – The Friends of Josiah Carpenter Library have not been meeting due to the Coronavirus; future meetings are postponed until the health crisis abates. Leslie added that she has been in touch with the Friends group to inquire if they might provide refreshments at a celebratory event that will be held after the restoration of the Carpenter portraits.

Review of NH State Council on the Arts Letter – Leslie has submitted a letter to the Globe Community Fund seeking aid for the Carpenter portrait restoration; she is hopeful they will reply within our time frame. There was additional discussion regarding the possibility of using money from library trust funds (the Ferguson Trust and the Carpenter Trust) if the Globe Company is not able to provide aid. A motion was made to approve the use of up to \$950.00 (if necessary) from the Ferguson and Carpenter Trusts to be used in conjunction with the funds from the Arts Council for the portrait restoration project (Theresa/ AnneMarie). Motion carried.

Decision on Re-dedication Ceremony – A plan had been made to commemorate the 125th birthday of the library by having the Masons re-dedicate the cornerstone on Old Home Day. We have decided to cancel the cornerstone re-dedication ceremony since Old Home Day was cancelled and because of the suggested health guidelines regarding social distancing. We will reevaluate all library birthday celebration plans as time passes and reschedule some events for future dates if possible.

Re-opening the Library – Beginning on May 11th, the library has been experimenting with a “soft re-opening” to the public after the Coronavirus shutdown. Leslie has been monitoring all aspects and noted that there has been a need to make some adjustments. Specifically, the open hours will be Monday and Thursday from 10:00 am – 6:00pm to allow adequate time for cleaning and disinfecting.

Reports:

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

1. Leslie advised an edit to the library's personnel manual after Cara Marston suggested an easier method of managing holiday pay for the library staff. It was decided adopt Cara's suggestion

since it would allow paid leave/vacation time to be tracked more efficiently through the payroll software. Leslie will make the changes to the personnel manual.

2. Leslie has been obtaining price quotes for landscape work for the library's front lawn. All agreed that this was a worthwhile project and we encourage Leslie to seek estimates from some local landscapers.

Financial Report – Leslie presented the financial reports

1. The monthly income and expenses were reviewed; all were usual.
2. Leslie reported that Kyle Gingras, the town auditor, has requested some information regarding the library CD and additional information on MS 9 and MS10 forms that need to be filed with the Department of Revenue. Sandra will contact the bank to obtain the information and review it with AnneMarie before providing it to Mr. Gingras.
3. Leslie noted that the library's investment policy needs to be reviewed and updated. She will provide the necessary information for review at our June meeting.

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

New Business: none

Miscellaneous: Leslie asked for advice on addressing the issue of maintaining a library patron's right to privacy versus the need to track library visitors to aid in disease contact tracking during this time. Leslie stated that the staff of Carpenter library (as well as many other libraries) have divided opinions on how this should be handled. We will discuss this further.

Adjournment - Moved and seconded (Theresa/Sandra) at 6:15pm.

Next Trustees Board Meeting: Wednesday, June 17, 2020, at 5:00pm