

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

June 17, 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 May 20, 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; however, they are making tentative plans to host a retirement celebration for Millie Becker in late summer.

Update on Auditor Request – On May 22, 2020, Sandra asked Citizens Bank to provide the statements showing interest on the CD and Trust accounts for 2018 and 2019 that are needed by the auditor; the statements have not arrived yet. AnneMarie will follow up with the bank to obtain this information as soon as possible.

Investment Policy Review – The library's Investment Policy was created in 2007. It is quite concise and we are not aware if there are any recommended changes that should be considered. The members have decided to check the NHLTA manual to determine if any updates or changes should be made. Members will email any suggestions to each other and finalize the review at the July meeting.

Personnel Policy Review – Personnel policies that affect the library are present in two separate documents: the Town of Pittsfield, NH Personnel Policy and the Josiah Carpenter Library Personnel Manual. We discussed the possibility of following the town's policy while assuring that "library specific" issues were addressed with an addendum. It was decided that members would compare the two policies and work on providing a list of suggested revisions over the next few months.

Pandemic Interim Plan – The library has partially re-opened after being closed due to the Coronavirus. The Select Board has provided the Town of Pittsfield, NH Covid-19 Health and Safety Program which provides a comprehensive guide for all public buildings that we will follow. In addition, Leslie has prepared the Josiah Carpenter Library Pandemic Interim Service Plan. After reviewing this service plan, we recommended a minor change in the time frame for library quarantine closing and agreed that the service plan is thorough.

A motion was made and seconded to accept the Town of Pittsfield, NH Covid-19 Health and Safety Program (Theresa/ AnneMarie). Motion carried.

A motion was made and seconded to accept the Josiah Carpenter Library Pandemic Interim Service Plan with the suggested modification (Sandra/ AnneMarie). Motion carried.

Flooring and Lawn Updates – Leslie reported that Joe Darrah has agreed to do the re-seeding of the front lawn during the fall and a plumber has been contacted to install an outdoor spigot for lawn watering. Leslie has drafted a flooring proposal to obtain quotes for the re-tiling of the basement floor. The proposal was very complete and specifies material requirements and work time frame. She will send this to flooring companies in the area to get quotes for the job.

Reports:

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

1. The summer reading program is set to begin on June 22, 2020. Heather has already started some on-line activities.
2. The NH Arts Council grant application has been submitted. They hope to announce their decision by late July.

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: none

Adjournment - Moved and seconded (Sandra/Theresa) at 5:53pm.

Next Trustees Board Meeting: Wednesday, July 15, 2020, at 5:00pm