

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

October 19, 2022

Present: Sandra Adams, Chair; AnneMarie Chapman , Secretary; Leslie Schuster, Treasurer, Melissa Babcock, Library Director

Meeting Convened: 10:34 a.m.

Agenda Review: Agenda reviewed, revised and a motion made to accept was made and seconded. (AnneMarie/Leslie S.) Motion carried.

Acceptance of Minutes: The September 21, 2022, minutes were reviewed and a motion to accept was made and seconded. (AnneMarie/Leslie S.). Motion carried.

Old Business:

Email acknowledgment from board members to patrons: Currently, when someone goes to the town website in order to email a library trustee, there is a link next to Sandra's name. This link sends an email which is then forwarded to all trustees. There was no protocol on who should or how to respond to such emails. Within 48 hours Sandra will respond to the email after the trustees are in agreement about a response.

Community Night Out report: While attendance by both the town's organizations and community members was less than last year, we all agreed it went well and was a worthwhile event.

Policy review-use of electronics: It was agreed that the Goffstown Policy for Access to Electronic Information and Services worked well for what we are trying to convey in a electronic policy. Some minor changes will be completed making it compatible to JCL and will be presented at our next meeting.

Ruth Strickhart memorial bench: The bench should be ordered by the next trustee meeting and the wording for the plaque has been chosen.

Library budget for 2023 updates: The budget will be presented to the Selectboard at their November 1st meeting. There are significant increases which are out of our control, due to the rapidly rising costs of electricity and heating oil.

Water in basement updates: In order to pay for the new gutters, Melissa will speak to Cara about the trustees using the approximately \$1800 in interest from the Carpenter trust fund. They will also discuss how best to pay for the remaining balance.

New Business:

Rotary Penny Sale: There will be 3 items donated on behalf of the library trustees to the annual Rotary Penny Sale.

Select a policy to review for November: We will review our Emergency Procedures policy for our November meeting.

Miscellaneous:

Donation: A motion was made/seconded (Sandra/AnneMarie) to accept Carol Grainger donation of \$100 from the Friends.

Snow Removal: It is unclear who is responsible for snow removal of the driveway/parking area between the library and the Strickhart's. We will ask the Selectboard at the budget meeting if the town is responsible and figure out a plan from there.

Reports:

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

- Melisaa hopes for a local author from Epsom to come visit the library in the next couple months.
- A new maintenance person will need to be hired as Thomas will be leaving his position.

A motion was made and seconded to accept the Director's Report and Financial Reports (AnneMarie/Sandra)

Adjournment: Moved and seconded at 12:39 p.m.(Sandra/AnneMarie.)

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