

## **JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

### **MINUTES**

**July 15, 2020**

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

**Meeting Convened:** 5:02 pm

**Acceptance of Minutes:** The June 17, 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 have been communicating via email and have been working on two projects. Plans are being made to host a retirement celebration for Millie Becker in late August. In addition, the group has been working on the Books for Babies program which presents a new book to all babies born to Pittsfield families. Some additional money will be used to purchase books for the library children's collection.

**Update on Auditor Request** – AnneMarie reported that she has been in touch with the town auditor, Kyle Gingras, and the issue regarding the CD and Trust accounts and the state revenue has been resolved. Leslie raised the question as to whether Citizens Bank has the present trustees listed to receive notifications on the CD and Trust Accounts. AnneMarie was not sure of this; she will contact the bank to find out if the account has the correct names assigned to it.

**Investment Policy Review** – The trustees have reviewed the Josiah Carpenter Library Investment Policy and the consensus is that we are satisfied with the present policy. A motion was made to reaffirm our present policy with the understanding that we will review our investments on a yearly basis (Sandra/Theresa). Motion carried.

**Personnel Policy Review** – The members have been reviewing the two existing personnel policies: Town of Pittsfield, NH Personnel Policy and the Josiah Carpenter Library Personnel Manual. This review will continue over the next few months with the goal of revising the library's policy manual. Leslie will begin editing the existing library manual with suggestions from the trustees. The goal is to use any town policies that apply to all town employees while including elements that are only specific to the library.

**Flooring and Lawn Updates** – Leslie received bids from two flooring companies for the basement floor replacement; a third company did not respond to our request for a bid. After reviewing the bids, it was decided that we will request additional information regarding the job and ask for tile samples from Holmes Flooring. AnneMarie volunteered to go with Leslie to obtain the information and the samples.

Leslie reported that the plumber should be installing the outside water spigot within the next few weeks. This needs to be completed before new grass can be planted. She will also speak to Joe Darrah concerning the best remedy for the sloped areas – grass vs. mulch vs. stone.

**Reports:**

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

1. The summer reading is underway and there has been positive feedback from the participants.
2. There has been an issue with dampness in the basement after heavy rainfall. This confirms the need to replace the existing carpet with tile. Also, some wood rot was discovered around the basement windows while painting was being done. Leslie will be contacting a carpenter for repair and to see if screen can be made for the windows.

**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/Sandra). Motion carried.

**New Business:**

1. The trustees have completed the Annual Performance Review for Leslie as library director. It was agreed that we would offer Leslie a 2% raise from \$18.72/hour to \$19.02/hour. A motion was made and seconded to approve this salary increase (Sandra/AnneMarie). Motion carried. Sandra will write a letter to the town financial office to inform them of the decision.
2. Leslie informed the trustees that she would like to spend \$1,000.00 that has accrued in the overdue and lost book fund to purchase library materials. A motion was made and seconded to use the extra funds from the overdue and lost books category to purchase materials (AnneMarie/Theresa). Motion carried.
3. Plans are being made for a party and a gift for Millie Becker as she retires from the library.

**Miscellaneous:** none

**Adjournment** - Moved and seconded (Theresa/Sandra) at 5:58pm.

**Next Trustees Board Meeting: Wednesday, August 19, 2020, at 5:00pm**