

Josiah Carpenter Library Trustee Meeting

Minutes

April 19, 2023

Present: Sandra Adams, Chair; Leslie Schuster, Treasurer; and Melissa Babcock, Library Director

Meeting Convened: 9:30 a.m.

Agenda Review: Agenda was reviewed and no changes were made.

Acceptance of Minutes: Review and approve minutes from March 15, 2023 meeting: Leslie made a motion to accept, seconded by Sandra.

Old Business:

Nominations and election of officers. Leslie moved that Sandra Adams remain Chair. Secretary/Treasurer to be determined at meeting in May.

March 28 Select Board Meeting and any updates on the Jenkins Room – Selectboard Chairman Carl Anderson asked if water was still coming in; no large amounts of water have been coming in since the fire department flushed the drainage, however the drainage will remain on the list of items to figure out. The sewer issue was a large root, which was removed. A thank you letter to Carl was read at the meeting and submitted to the POST. Melissa has sent out RFPs to 3 companies to provide estimates on asbestos abatement. Two have come out to look, but no quotes have been received yet. Sandra will request to be put on the May 9, 2023, Select Board meeting agenda. Quotes should be received by then.

Policy review: Leslie provided a comparison of NHLTA Policies that Every Library Should Have and JL Corresponding Policies. We reviewed the policies re: Unattended Children, Patron Behavior or Conduct Policy, and Library Use. Sandra will provide a draft combining the 3 policies for review to the members. Melissa will provide an up-to-date JCL Policy Manual so we can review the contents to determine which policies may be combined, which need modifications, and which ones, if any, are no longer of use.

Update on Library Book Drop – no updates

Town Administrator Cara Marston to provide guidelines in reviewing monthly Financial Reports. Cara provided helpful information on reviewing the monthly financial reports.

Library spending/reimbursement for Director: Melissa (as well as other Department heads) have been provided a credit card with a spending limit of \$1,000 so she will not have to spend her own money and be reimbursed.

Ruth Strickhart bench updates – to be discussed at May meeting.

Reports:

Director's Report: much discussion around safety issues. It was determined that no children should go downstairs unaccompanied. Staff will wear their panic buttons when going downstairs. Melissa will check with Pittsfield's Fire Chief to see if we can remove the door to the historical room, so it cannot be in use with the door locked from inside.

The various program offerings are very popular and well-attended. New NH Humanities programs are coming to the library in May and in June. The programs are grant-funded and we need only to pay the authors' mileage costs.

Financial Report – reviewed. We compared the oil usage from past years, and it appears that we are pretty much on track with 55.05% of our budgeted \$ remaining. We discussed the elevator repairs and maintenance even though the elevator is still not working properly.

A motion was made by Leslie, seconded by Sandra to accept the Director's and Financial Reports.

Miscellaneous: National Library Workers Day is April 25th. Melissa to provide cannolis to the staff.

Next Trustees Board Meeting: to be held May 17, 2023 at 9:30 a.m.

Meeting adjourned at 12:15 with a motion from Leslie and seconded by Sandra.