

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

May 17, 2023

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

Meeting Convened: 9:30 a.m.

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

Acceptance of Minutes: The April 19, 2023, minutes were reviewed, revised and a motion to accept was made and seconded. (AnneMarie/Sandra). Motion carried.

Old Business:

Nominations and Elections of Officers: Sandra will continue to be our chairperson, Leslie will remain treasurer and Anne Marie will remain secretary.

Update on Jenkins Room/SelectBoard Meeting: Select board has approved Alloy to remove asbestos in the basement. The library will be closed from May 30th – June 1st to allow this to happen.

Policy review: The trustees have decided to select a date at our June meeting in order to work on our policies. Sandra has drafted a Rules of Conduct/Visitor Responsibility policy which we will work on among other things.

Ruth Strickhart Bench Update: Melissa is in contact with a landscape company in order to get a quote for beautifying the front lawn. This is proving to be a difficult time of year to do this, but she will attempt to contact another company for a quote as well.

Budget discussions: The trustees and Melissa discussed potential salary adjustment for the staff.

June Book Sale: The library will hold a book sale on June 3rd, which is the Town–Wide yard sale.

Reports:

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

- Author, Terry Farish, visited PES and Blueberry express. Each student received two free books. This was due to a CLIF grant awarded to the library.
- The Fun Pass Books were all borrowed during April vacation. Families seem to be excited about the passes now being offered.

Financial report- Leslie is continuing to work with Cara in her role as treasurer.

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

New Business:

Unused Vacation Time Policy: After a 3 month probationary period, an employee will accrue vacation time weekly. An employee will get what they work on a weekly basis. For example, if an employee works 10 hours a week, then that employee will receive 10 hours of vacation time. One week of vacation time can be rolled over each year.

Adjournment: Moved and seconded at 11:30a.m.(AnneMarie/Leslie)

Next Trustees Board Meeting: Wednesday, June 21 , 2023, at 9:30 a.m.