

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

January 10, 2024

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 and revised. A motion to accept amended agenda was made and seconded. (AnneMarie/Leslie) Motion carried.

Acceptance of Minutes: The December 20, 2023, minutes were reviewed and edited, and a motion to accept was made and seconded. (AnneMarie/Leslie). Motion carried.

Reports:

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

- The Strickhart donation has been exhausted. Along with the memorial bench, landscaping, and walkway, the donation has allowed JCL to purchase planters, the materials to create a little free library and spring annuals. We are very grateful to the Strickhart family for this donation that has greatly improved the library's beauty and function in the front yard.
- JCL will take part in Pittsfield's Winterfest with a Storybook tea party.

Financial Reports – The December financial statements were reviewed and a motion was made and seconded to approve the reports. (AnneMarie/Leslie)

Old Business:

Discussion of Jan 9th Select board meeting re:elevator and Jenkins room: Discussion was had on JCL's non-functioning elevator. Alternatives to an elevator, such as ramp and wheelchair lift, were suggested. The select board voted to approve an epoxy floor in the Jenkins Room. Lakes Region Epoxy will be used for the project for the amount of \$5550.12. Discussion was also had regarding the possibility of installing a sump pump in the basement.

Policy review: The trustees continued with our policy review.

New Business:

Warrant Article: Trustees voted to add Warrant article 29 to Town Meeting which will allow townspeople to vote whether or not to discontinue JCL Bldg Maintenance Expendable Trust Fund created in 2010 for

explicit purpose of weatherproofing the front door and installing windows. A motion to add warrant article 29 was made and seconded. (AnneMarie/Leslie)

Emergency policy: There was a shooting at Citizens Bank recently which caused Melissa to lockdown the library. This caused her to notice there was not a policy for such an event. Sandra will look at the school's lockdown policy, share her findings, and we will begin the process of creating such a policy.

Performance Review: The trustees shared our performance reviews with Melissa Babcock. Melissa has gone above and beyond her duties as library director. She has created a bond that ties JCL with our community in so many ways. Townspeople enjoy and appreciate the activities and library collection the library offers, the helpful and friendly staff, and the welcoming atmosphere that is always present when entering the library. The trustees could not be happier with Melissa's performance and dedication to JCL.

Miscellaneous: Leslie Schuster has informed the board she will not be running for re-election this year. It is with great sadness that we receive this news as Leslie has been a great fit as treasurer of this board.

Adjournment: Moved and seconded at 11:45p.m.(AnneMarie/Sandra)

Next Trustees Board Meeting: Wednesday, February 7, 2024 at 9:30 a.m.