**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

**MINUTES**

**August 19, 2020**

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

**Meeting Convened:** 5:00 pm

**Acceptance of Minutes:** The July 15, 2020, minutes were reviewed and a motion to accept was made and seconded (Sandra/AnneMarie). 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. The group plans to host a retirement celebration for Millie Becker on August 29th. In addition, the group has purchased a new set of books for the Books for Babies program. These have been delivered to the town hall and Erica Anthony will be presenting them to Pittsfield families with new children.

**Citizens Bank CD Interest Update –** The information relating to the library’s CD account at Citizens Bank has been corrected after each of the trustees went to the bank to sign the necessary paperwork. AnneMarie reports that, in the future, we should be receiving the interest statements as required; the next one should be arriving in August, 2021. Leslie raised the question of whether the library trust funds could be supervised by the town trustee supervisors. AnneMarie will contact the town trustee supervisors to see if this is feasible and report back with information.

**Personnel Policy Review** – The members have been reviewing two existing personnel policies: Town of Pittsfield, NH Personnel Policy and the Josiah Carpenter Library Personnel Manual. Leslie has shared a draft of some edits she has made to the existing policy. To make the task more manageable, the group has decided to break the document into smaller segments and review Leslie’s suggestions. We will focus on reviewing pages 1-11 for the September meeting and continue with the remaining sections over the coming months.

**Flooring and Lawn Updates** – A decision was made regarding flooring tile choice and Holmes Flooring has been informed of the selection. Leslie is waiting to hear about material availability and installation dates. In preparation for reseeding the lawn area, the plumber installed an outside water spigot on July 14th. Joe Darrah will be contacting Leslie concerning seeding of the lawn area.

**Reports:**

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

1. Leslie has arranged for the library’s carpets to be cleaned and the vinyl flooring to cleaned and waxed.
2. Three people have submitted resumes for the part-time circulation position. Leslie is in the process of interviewing the candidates.

**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/Theresa). Motion carried.

**New Business:**

**Budget Preparation for 2021 Discussion –** Leslie has begun preliminary library budget preparations for 2021. She is waiting to hear from the town regarding the due date for the final budget submission; she expects that it will be due in late October. There was some discussion about adjusting the library’s operation hours taking into consideration possible future budget constraints and lessening of the pandemic concerns. The group will continue these discussions during future meetings.

**Miscellaneous:** none

**Adjournment** - Moved and seconded (AnneMarie/Theresa) at 5:45pm.

**Next Trustees Board Meeting: Wednesday, September 16, 2020, at 5:00pm**