

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

September 16, 2020

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

Meeting Convened: 5:00 pm

Acceptance of Minutes: The August 19, 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. The group hosted a retirement party for Millie Becker on August 30, 2020.

Personnel Policy Review – The members continued the ongoing review of the Josiah Carpenter Library Personnel Policy. In preparation for this meeting, Leslie had provided an updated draft of employee job descriptions. The first section of the manual (pgs. 1-11) was reviewed, and edits were suggested, and agreed upon by the members. Leslie will prepare a draft that contains all the adjustments. It was decided that the review will continue with pgs. 12-17 for the October meeting. In addition, Leslie will be emailing information regarding the Volunteer guidelines so that these can be reviewed before the next meeting.

Flooring and Lawn Updates –

The new vinyl flooring has been installed in the library basement. The job took longer than expected because Holmes Flooring had an issue with the underlayment layer. During the process, some mold and wood rot was discovered in the baseboard area. A carpenter, Ray Webber, will be installing new baseboard materials that may help to alleviate the issue.

The outdoor water spigot has been installed and Leslie has been in contact with Joe Darrah about reseeding the lawn. Joe promises to handle the job soon.

Reports:

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

1. Leslie has obtained information and quotes for an IT contract with Certified Computer Solutions, the company that handles technology services for the rest of Pittsfield's departments.
2. A background check has been initiated for Emily Williams who has been hired as a circulation assistant. She will be starting work on Tuesday, September 22, 2020.
3. Leslie has prepared a preliminary 2021 library budget to be submitted to the Select Board by September 18th.

Financial Report – Leslie presented the financial reports. It was noted that additional library materials were purchased using some of the extra money; other than that, there were no unusual expenditures.

A motion was made and seconded to accept the Director's Report and the Financial Report (Theresa/Sandra). Motion carried.

New Business:

Budget Preparation for 2021 Discussion – Leslie has prepared a preliminary library budget for 2021. The budget was reviewed and Leslie provided explanations for various projected changes in expenses. The members offered a few suggestions, but agreed that this preliminary budget looked reasonable and complete.

Miscellaneous: none

Adjournment - Moved and seconded (AnneMarie/Theresa) at 6:32pm.

Next Trustees Board Meeting: Wednesday, October 21, 2020, at 5:00pm