

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

November 18, 2020

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

Meeting Convened: 5:02 pm

Acceptance of Minutes: The October 21, 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 held their annual meeting remotely via email. They have elected officers for the upcoming year, decided on budget issues, and decided to cancel the annual poinsettia sale. They will also be purchasing a Christmas wreath for the library.

Update on Select Board Mtg./Budget – Sandra, AnneMarie, and Leslie attended the Select Board meeting on Tuesday, November 10th to present the library budget for 2021 and to answer any questions that the select board members might have. They reported that the select board felt the library budget was reasonable and they were able to address all the questions and concerns that were raised. Also, the select board listened to our request to transition the library bookkeeping to the town and it was agreed to make this transition starting in January, 2021.

Personnel Policy Review – The members continued the ongoing revision of the Josiah Carpenter Library Personnel Policy. The third section of the manual (pgs. 18-26) had been reviewed by members and we presented final suggestions for revisions. Leslie will compile all the suggested revisions and email a draft to members so they can review it before next month's meeting. She will also include the Library Volunteer Forms for members to review; these forms will be discussed and edited at our December meeting.

Reports:

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

1. The purchase of access to the app *Brainfuse* was discussed. The library could acquire this through a statewide coordinated program for \$820. It was decided not to purchase it at this time because we doubted the town would use it to its full potential.
2. Library Delivery Service – Leslie proposed starting a delivery service for library patrons who are unable to come to the library. All agreed that this was a worthwhile project that will be appreciated by some townspeople.

3. Certified Computer Solutions will be starting as the library technology support service in December.
4. The library furnace needed a minor repair during the week of November 9th.

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: none

Miscellaneous: There was a brief discussion on trying to reschedule the Josiah Carpenter Library cornerstone rededication. This was originally planned for July, 2020, as part of the town's Old Home Day celebration but was cancelled due to COVID. It was suggested that we may be able to schedule a rededication ceremony in late Spring, 2021, in conjunction with the hanging of the restored Carpenter portraits. We will decide if it is feasible to schedule and celebrate both events as time passes.

Adjournment - Moved and seconded (AnneMarie/Theresa) at 5:50pm.

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