

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

January 20, 2021

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

Meeting Convened: 5:00 pm

Acceptance of Minutes: The December 16, 2020, minutes were reviewed and a motion to accept was made and seconded (AnneMarie/Sandra). Motion carried.

Old Business:

Friends of JC Library – The Friends have not had an in-person meeting due to COVID; however, they have been communicating via email. Over the last month they have updated and submitted the state forms pertaining to tax status issues.

Public Budget Meeting Update – The Select Board meet for public discussion regarding the 2021 town budget. Leslie reported that the budget the library had presented did not raise any questions at this time.

Unspent Library Funds – There was continued discussion relative to the unspent library funds. Leslie has spoken to Cara Marston and is waiting to hear back concerning the correct way to handle the funds and the encumbered expenses from 2020. Leslie will inform the group when she obtains the information from the Cara and at that time the unspent money will be returned to the town. A motion was made and seconded that Sandra will draft letter authorizing the release of the balance of unspent funds to the Select Board to be returned to the town (Theresa/AnneMarie). Motion passed.

Bookkeeping Transfer to Town Offices – The process of transitioning the library bookkeeping to the town has started. Leslie delivered some invoices and the town will be making payments in the near future. Bills/payments which get handled electronically have been transferred. It was agreed that the trustees will still be responsible for reviewing and reconciling the budget and monthly expenditures.

Personnel Policy Sign-Off – Leslie had emailed the revised Josiah Carpenter Library Personnel Policy to the trustees after the December meeting. It was reviewed by the group and Leslie prepared a final draft awaiting the trustees' signatures. It was signed by the trustees who were present at the meeting (Sandra and AnneMarie); Theresa (attending by phone) will sign the policy in-person on Thursday.

Volunteer and Orientation Forms – Review and discussion of these forms was tabled until the February meeting.

Reports:

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

1. In reviewing the calendar, Leslie noted that the 4th of July falls on a Sunday. The library will be closed on Saturday, July 3rd; Leslie raised the possibility of closing on Monday, July 5th. After discussion, a motion was made and seconded for the library to be closed on July 3rd, 4th, and 5th to observe the holiday and provide a long weekend for the staff (Theresa/AnneMarie). Motion carried.
2. Leslie provided copies of the 2020 Report of the Josiah Carpenter Library and the 2020 Comp Stats for review. All agreed that the town report and the stats indicate that the library has been providing excellent service to the community despite the impediments caused by the pandemic.

Financial Report – Leslie presented the Financial Report; there were no unusual expenditures.

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

New Business: There was a discussion about the need to fill the library trustee position that will be open in March. Leslie and Sandra mentioned they had spoken to a likely candidate and that she was considering the position.

Miscellaneous:

1. New Hampshire Library Trustees Association has emailed information regarding Roundtable Discussions. Registration for the event is ongoing.
2. Leslie mentioned that she will email information from the State Library and Primex regarding Webinar sessions on Human Resource Professional Development. She suggested that 2 of the sessions might be pertinent.

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

Next Trustees Board Meeting: Wednesday, February 17, 2021, at 5:00