

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

February 17, 2021

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

Meeting Convened: 5:02 pm

Acceptance of Minutes: The January 20, 2020, minutes were reviewed and a motion to accept was made and seconded (AnneMarie/Theresa). Motion carried.

Old Business:

Friends of JC Library – There is no report from the Friends of Josiah Carpenter Library; they have not been meeting due to Covid.

Continued Discussion Regarding Unspent Library Funds – Leslie and Sandra have been in contact with Cara Marston at the town office to determine the exact amount of unspent library funds from the 2020 allocated budget. Due to the unusual year (Covid and library being closed for a time), there is \$27,531.24 of library funds that were not spent. Sandra will write a letter to the Select Board that authorizes the release of this money from the library account to be returned to the town.

Continued Discussion Regarding Bookkeeping Transfer to Town Offices – The process of transitioning the library bookkeeping to the town was started during the month of January. The library has received the first copies of monthly financial transactions from the town and the process seems to be moving forward smoothly. There were some questions/concerns regarding the process and how to interpret the financial reports. AnneMarie, Sandra, and Leslie will continue to monitor the process and will make plans to meet with Cara Marston after the budget is finalized in the March town elections. The procedure for managing the bookkeeping of the library's trust funds will be looked into over the next few months. Members will confer with Cara Marston concerning these accounts.

Volunteer and Orientation Forms – Leslie had provided copies of a Volunteer Application, Volunteer Service Agreements, and a Volunteer Policy to trustees for review. She also provided a flow chart to outline the volunteer orientation process. There was lengthy discussion of all the documents. All agreed that the Application to Volunteer was appropriate for our purposes. There were some concerns about the legal language within the Volunteer Service Agreement. AnneMarie has offered to contact the New Hampshire Library Trustees Association to get their suggestions on acceptable service agreements. She will report back to the group once she has more information. The Volunteer Policy was discussed and a motion was made and seconded to adopt and add the Volunteer Policy to Josiah Carpenter Policy Manual as of Jan. 17, 2021 (Theresa/Sandra). Motion carried.

Reports:

Library Report to the Town of Pittsfield – Leslie had prepared the official Library Report for the town and it was reviewed and approved at the January meeting. She noted that it was submitted to the town to meet the due date of February 8, 2021.

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

1. Leslie proposed the topic of working on a Strategic Plan for the library. She noted that the pandemic has changed operations of libraries during this past year and it would be worthwhile to review our mission and goals for the future. She will gather some information so this can be discussed during the next few months.
2. Leslie noted that the library checking account is ready to be closed now that the bookkeeping is being handled through the town. A motion was made and seconded to close the account and transfer the remaining funds (\$393.26) to the Town of Pittsfield (AnneMarie/Theresa). Motion carried.
3. Leslie also reported that the Library Trust Funds are in need of a review. The Trustees agreed to arrange time to meet and review the trust funds and make decisions about using some of the money.

Financial Report – Leslie presented the Financial Report that was received from Cara Marston and the town office. 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: None

Miscellaneous: Martha Cox of Painting Conservation in Shapleigh, Maine has informed Leslie that the restored portrait of Georgiana Carpenter will be returned to the library next week; then she will take the portrait of Josiah Carpenter to begin his restoration.

Adjournment: Moved and seconded (AnneMarie/Sandra) 6:37 pm.

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