

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

April 24, 2019

Present: Sandra Adams, Chairperson; Anne Marie Chapman, Treasurer; Leslie Vogt, Library Director; and Theresa Endler, Secretary.

Meeting Convened: 4:55 pm

Acceptance of Minutes: The March 20, 2019, minutes were reviewed and a motion to accept was made and seconded (Anne Marie/Theresa). Motion carried.

Old Business:

Friends Update – The Friends of Josiah Carpenter Library met on April 23, 2019. The Friends agreed to help with the J.C. Library 125th anniversary celebration. In addition, the group is planning a used book sale on June 1, 2019, from 8am – 2pm during the Town Wide Yard Sale and they are making plans to sponsor an activity during Old Home Day in July.

Update: Barn Project – The library is still waiting to receive the barn report from the NH Preservation Alliance. Mr. Pape has been delayed in writing the report due to maple season; however, he will be coming to take some additional photos of the barn on April 25th and the report should be ready soon.

Chimney Repairs – The chimney repair project has been completed.

Jenkins Room/Letter to Select Board – After the previous meeting a letter was sent to the Select Board explaining the mold/asbestos issues in the Jenkins Room in the library basement. Leslie has heard that the Select Board would like estimates on the cost of sealing the asbestos tiles. She will speak to the two companies from which she has previously received quotes to see if they will provide some additional information on the scope of the work and projected costs.

Josiah Carpenter Library 125th Anniversary – Leslie and Anne Marie will be meeting to begin gathering ideas to celebrate the library's anniversary during 2020.

Reports:

Director's Report – Leslie presented the director's report and noted a few items of interest:

1. She has arranged for the library's technology consultant to come and assess the tech equipment. The printer has not been working properly and Leslie believes it should be replaced. The library's budget should be able to cover the cost of a new printer and any other necessary tech expenditures.
2. Leslie is planning to apply for a program in partnership with the Pittsfield Youth Workshop that is specifically designed for small, rural libraries. The purpose of the program would be to plan activities to aid in college and career readiness for the young people of Pittsfield. The application will be submitted by May 15, 2019.

Financial Report – Leslie presented the financial reports; they were reviewed and it was noted that there were no unusual expenditures during the last month.

Motions to accept both reports were made and seconded (Theresa/ Anne Marie). Motions carried.

New Business:

Library Director Evaluation – Sandra and Theresa presented their written performance evaluations to Leslie; she will complete her section of the assessment for the next meeting. There was discussion regarding the length of the director's contract and all agreed that, for the benefit of all parties, the contract should specifically state a term limit.

Library Bill of Rights – The group reviewed the American Library Association Bill of Rights. There was a lengthy discussion on the acceptance of article VII which concerns patrons' privacy and confidentiality, especially in regards to children under the age of 18. The Trustees felt comfortable accepting the article as long as our library would continue to follow the practices set forth in our own Circulation Policies. Leslie will work on a statement that clearly explains the library's policy.

Mission Statement – The group reviewed the Josiah Carpenter Library Mission Statement. A few suggestions were made to edit the wording and Leslie will work on a draft for approval at our next meeting.

Miscellaneous: Trustees will investigate other library contracts to determine the typical terms offered to directors in their contracts. This will help in preparing a new letter/contact for Leslie, our library director.

Adjournment - Moved and seconded (Anne Marie/Theresa) at 6:30.

Next Trustees Board Meeting: Wednesday, May 15, 2019, at 5:00pm