

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

May 15, 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 April 24, 2019, minutes were reviewed and a motion to accept was made and seconded (Anne Marie/Theresa). Motion carried.

Old Business:

Friends Update – There was no news to report from the Friends group; they have a meeting scheduled for next week.

Library Collection Policy, Mission Statement, and Bill of Rights – Copies of all three documents had been provided for the trustees to review. There was discussion and action taken on each:

- Collection Policy – edits were recommended and Leslie will prepare a draft to be reviewed at the next meeting.
- Mission Statement – draft was reviewed and a motion was made to accept the revised statement of May, 2019. (Theresa/ Anne Marie) Motion passed.
- Bill of Rights – this was discussed at last month's meeting and all agreed that the American Library Association Bill of Rights could be added to the Josiah Carpenter policy manual.

Library Director Contract – The trustees have renewed Leslie Vogt's contract as Library Director. She was offered and accepted a 2-year contract and a 2% pay raise.

Josiah Carpenter Library 125th Anniversary – Leslie and Anne Marie have scheduled to meet to begin planning for an anniversary celebration during 2020.

Jenkins Room Update – The testing of the carpet backing has been completed and found to contain no asbestos. Leslie has contacted Holmes Flooring to get an estimate for tile replacement if the carpet were to be removed. However, the removal of the carpet and tacking strips could cause the asbestos tiles to be broken/cracked leading to a contamination issue. Because the existing tiles need to be handled by a licensed environmental asbestos removal firm, this job is beyond the scope of the library's budget. It was agreed that we should inform the Select Board of the present status and request that this issue be looked into by Pittsfield's Capital Improvement Committee. In the meantime, the existing carpet has been left in place to cover the asbestos tiles.

Barn Update – We are still waiting to receive the assessment report from the NH Preservation Alliance. There was some discussion on how the barn might be used if renovations were undertaken. We anticipate that any barn renovations would be costly, so we need to know that the space could be used before we could justify the expense. The group felt that we should solicit input from community groups that might make use of the barn space.

Reports:

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

1. A new computer and printer have been installed in the library.
2. Leslie has submitted an application to the Future Ready Library College and Career Readiness Program. She should hear if Pittsfield is accepted in July.

Financial Report – Leslie presented the financial reports; they were reviewed and it was noted that there was one large expenditure for the annual library software update. This is necessary to run the library's databases.

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

New Business: None

Miscellaneous: There was discussion regarding whether the library can provide more programs of community interest. Leslie reviewed the types of programs that have been presented in the past few years. The one issue that creates an obstacle to offering more programs is the small size of the library; the available space would limit groups to 20-25 people. There was some discussion about the feasibility of providing space for small groups to meet.

Adjournment - Moved and seconded (Theresa/Anne Marie) at 5:50.

Next Trustees Board Meeting: Wednesday, June 19, 2019, at 5:00pm