**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

**MINUTES**

**September 25, 2019**

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

**Meeting Convened:** 5:00 pm

**Acceptance of Minutes:** The August 21, 2019, minutes were reviewed and a motion to accept was made and seconded (AnneMarie/Sandra). Motion carried.

**Old Business:**

**Friends Update** – The Friends of JC Library did not meet during September; the next scheduled meeting is October 16, 2019. They will be organizing a Poinsettia Sale/Fundraiser to take place during November-early December.

**Review of Proposed Budget** – Leslie presented a finalized budget that she plans to send to Town Hall in advance of the October 1, 2019 budget review with the Select Board. It was noted that the overall budget could be reduced by $190.00 if the library no longer maintains its own independent website.

**Report on abutters request** – Sandra and Theresa attended the September 12th, public meeting where the library abutters presented their variance request to the Select Board. The trustees reported that there were no objections to plans, and both the Select Board and the Library Trustees feel that the property improvements planned by the abutters will enhance Pittsfield.

**Capital Improvement Committee Meeting** – Sandra reported on the Capital Improvement Committee meeting that she attended on August 28th. The library’s capital improvement recommendations were received by the Capital Improvement Committee and they will be making their recommendations to the Select Board. The committee commended the library for not only listing improvements that need to be addressed now, but also for planning for necessary improvements that will need to be considered in the future.

**Library Bookkeeping** – There was continued discussion on the pros and cons of the library bookkeeping being done by the town rather than being handled within the library. No decisions were reached at this time due to lack of understanding of all the issues. Sandra will do further investigation on how the library’s accounts would be handled if the town were to do the bookkeeping.

**125th Anniversary Plans** – Leslie presented some preliminary plans for the Carpenter Library’s 125th anniversary celebration. A tentative date – Tuesday, March 24, 2020 – was selected for the actual birthday celebration. In addition, a series of other activities and presentations are being organized to mark the anniversary. The activities are being planned to appeal to all the public and attract more people to the library.

**Reports:**

**Director’s Report –** Leslie presented the director’s reportand discussed these issues:

1. Two people have applied for the Library Substitute position and Leslie thinks they are both good candidates.
2. Leslie proposed having the library website become part of the official Town of Pittsfield website. Not only would this save money, but it would also provide extra internet security. After discussion, a motion was made and seconded to transfer the library’s site to the town’s webpage (Theresa/AnneMarie). Motion carried.
3. Leslie reported on the efforts of the group trying to launch a small, town newspaper. There was discussion on how this will be funded, the projected work, and use of the library as a coordinating center for the project. The trustees feel this is a worthwhile endeavor that also intersects with the library’s mission. One concern was that the work demands of a coordinator might take up too much of the library director’s time. Leslie felt that this would not happen and that she would monitor how much time is spent. A motion was made and seconded to allow the library director to act as a coordinator and the library to be used as the coordinating center for the newspaper project as long as it does not infringe upon the normal operations of the library or the director (Theresa/AnneMarie). Motion carried.
4. The library’s carpets are scheduled to be cleaned and the outdoor handrails are going to be modified as agreed upon at the previous meeting.

**Financial Report –** Leslie presented the financial reports; they were reviewed. There were no unusual expenditures.

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

**New Business:**

Sandra and Theresa attended a workshop on Library Meeting Room Policies presented by NH Library Trustees Association on September 12th in Hooksett. Many pertinent topics were discussed and this raises the issue of reviewing and adjusting our existing policies. Sandra provided copies of the existing policy statement and copies of the information presented at the workshop. The trustees will review these materials in preparation for upcoming discussion and revision of our present policy statement. Leslie also informed us that library directors of the Suncook Library Cooperative will be meeting soon and this will be a topic discussed by the directors. She will report back on their discussion.

**Miscellaneous:** None

**Adjournment** - Moved and seconded (AnneMarie/Theresa) at 6:25 p.m.

**Next Trustees Board Meeting: Wednesday, October 16, 2019, at 5:00pm**