

# **JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

## **MINUTES**

**October 16, 2019**

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

**Meeting Convened:** 5:00 pm

**125<sup>th</sup> Birthday Celebration – Rededication Proposal** – Jack Marston, representing the Masons of Pittsfield, proposed the idea of a cornerstone rededication of the library by the Masons as part of the library's 125<sup>th</sup> birthday celebration. There was discussion regarding the ceremony, the site, and a possible date. A suggestion was made to hold the rededication in conjunction with Old Home Day in July. Before any final plans are made, Leslie will verify the Old Home date and Jack will confirm the availability of the Masons.

In continuing the discussion of the 125<sup>th</sup> birthday, Leslie presented some tentative ideas for events. She also informed the group that there has been consideration of involving the Pittsfield Players and the Scenic Theater. She will have more information for the November meeting; in addition, there will be discussion of the budget and funding for all the events.

**Acceptance of Minutes:** The September 25, 2019, minutes were reviewed and a motion to accept was made and seconded (Sandra/AnneMarie). Motion carried.

### **Old Business:**

**Friends Update** – The Friends of JC Library met and are preparing for their annual Poinsettia sale. All profits from the sale will go towards the library projects that the Friends support.

**Library Bookkeeping** – Following the September trustee meeting, Sandra met with the Cara Marston, the Town Administrator, to learn what the procedures would be if the town were to manage the library bookkeeping. During tonight's meeting there was a step-by-step review of the current bookkeeping methods performed by the Library Director and the Trustee Treasurer. The two methods (town vs. library) were compared and there was a lengthy discussion of the pros and cons of each. Since there are still some questions regarding the procedures, Sandra will invite the Cara Marston to the next meeting to clarify the issues.

**Discussion of Meeting Room Policies** – Sandra asked the members to review all the sample Library Policy documents that have been shared by the New Hampshire Library Trustees Association. There was a brief discussion of some of the complicated issues involved in establishing and maintaining meeting room policies. We are aware that we have limited space and resources in the Josiah Carpenter Library, so we must carefully consider any modifications we make to our current policies. We will review our existing policies in preparation for future discussion and revision.

## **Reports:**

**Director's Report** – Leslie presented the director's report and the main topic of discussion was the replacement of the library's copier/printer/fax machine. Two options were considered: purchasing the copier or leasing a copier. After comparing the proposals from the vendors, it was decided that it was more practical to lease the copier with plans to join with other town departments when the new bid cycle comes up in the future. A motion was made and seconded to allow Leslie to sign an agreement with the vendor offering the lowest 2-year lease price (Sandra/AnneMarie). Motion carried.

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

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

**New Business:** None

**Miscellaneous:** Sandra informed the group of a workshop – “Best Practices for a Successful Trustee/Director Relationship” to be held at the Epsom Public Library on November 5, 2019. Theresa plans to register and attend.

**Adjournment** - Moved and seconded (AnneMarie/Sandra) at 6:50 p.m.

**Next Trustees Board Meeting: Wednesday, November 20, 2019, at 5:00pm**