**JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

**MINUTES**

**November 20, 2019**

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

**Meeting Convened:** 4:02 pm

**Acceptance of Minutes:** The October 16, 2019, minutes were reviewed and a motion to accept was made and seconded (AnnMarie/Sandra). Motion carried.

**Old Business:**

**Library Bookkeeping** – Cara Marston, Town Administrator, was present at the meeting to explain the process and answer any questions regarding financial practices and record keeping if the town were to handle the library bookkeeping. Cara explained the town’s procedures in detail and addressed the concerns that were raised by the trustees. When Cara left, the discussion was continued and the pros and cons were debated. A motion was made and seconded to write a letter to the Select Board proposing that the library bookkeeping be transitioned to the town (Theresa/AnneMarie). The motion carried. Sandra will prepare the letter to be sent to the Select Board requesting this transition.

**Friends Update** – The Friends are in the process of holding their annual Poinsettia sale. Poinsettias will be delivered of December 4th. It was also noted that the Friends are offering their help in supporting the 125th birthday celebration.

**Updates on 125th Birthday Celebration –** Sandra informed the group that after the discussion at the October meeting, Jack Marston was in touch with the Masons to determine their availability for a cornerstone rededication. The Masons are available and the ceremony will take place on Old Home Day, July 11, 2020. In addition, a variety of other activities are being planned beginning with a March 24, 2020, birthday celebration at the library.

**Continuing Discussion of Meeting Room Policies** – The trustees have been exploring drafts of meeting room policies that are in use at many other libraries. While these may present helpful ideas, many of the policies used at other libraries would not be appropriate at Josiah Carpenter Library due to the small size and physical layout of our library. We reviewed a list of points to consider as we move forward in establishing our policies. This discussion was tabled while the group continues to review our existing policies and noting where revisions need to be made.

**Reports:**

**Director’s Report –** Leslie presented the director’s reportand noted:

1. The 125th birthday celebration planning is moving forward.
2. Two library substitutes are being trained.
3. The necessary removal of an unhealthy fir tree near the library.

A motion to accept the Director’s Report was made and seconded (Theresa/AnneMarie). Motion carried.

**Financial Report –** Leslie presented the financial reports. As the reports were being reviewed, a question was raised regarding some figures that seemed inaccurate. Leslie agreed that there appeared to be an error; she will review the figures and verify the report for our next meeting in December.

**New Business:**

**Annual Review of Technology Plan –** Leslie provided copies of the Josiah Carpenter Library’s existing Technology plan that was dated from July 2012 – November 2018. She explained that because of advancements in technology, many of the issues of concern in this existing plan were no longer applicable in 2020. We will review the existing technology plan and make time to update this in the future.

**Miscellaneous:**

Theresa shared information that was presented at workshop that she attended on November 5th - “Best Practices for a Successful Trustee/Director Relationship”.

**Adjournment** - Moved and seconded (AnneMarie/Theresa) at 5:50 p.m.

**Next Trustees Board Meeting: Wednesday, December 18, 2019, at 5:00pm**