

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

December 18, 2019

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

Meeting Convened: 5:02 pm

Acceptance of Minutes: The November 20, 2019, minutes were reviewed and a motion to accept was made and seconded (AnnMarie/Sandra). Motion carried.

Old Business:

Friends Update – The Friends of Josiah Carpenter Library held a very successful Poinsettia sale. The proceeds from the sale will be used to support the library. Their next meeting is scheduled for January 15, 2020, when they will be finalizing plans for a raffle on Primary Election Day.

Library Bookkeeping Transition – Sandra had drafted a letter to be sent to the Select Board outlining our proposal to have the library bookkeeping transitioned to the town bookkeeping office. The letter was reviewed and a few amendments were suggested. Sandra will revise the letter and send it to the other members for final approval before forwarding it to the Select Board.

Continuing Discussion of Meeting Room Policies – The trustees have reviewed drafts of meeting room policies that are in use at many other libraries and reviewed a list of points to consider in establishing our policies. We discussed our concerns regarding the use of the library as a meeting space and made a list of priorities that need to be addressed within our policy. Theresa volunteered to compose a draft of a meeting room policy; this will be reviewed at our next meeting in January.

Technology Plan – Leslie will review the library's existing Technology Plan and will begin working on an update to present at a future meeting.

Reports:

Director's Report – Leslie presented the director's report; items of note:

1. 125th Birthday Celebration – plans are moving forward for a series of activities and events throughout the year.
2. A new printer/copier has been installed. When the installation took place, it became apparent that the library will need to start transitioning from Windows 7 to Windows 10. Leslie noted that there is money in the budget to begin this process/
3. Sanderson Fund Application – Leslie has prepared an application and budget summary to submit to the E.P. Sanderson Trust Fund. She explained the request and noted that the application deadline is imminent. A motion was made to approve the Sanderson Application Proposal and request for \$2790.00 (Theresa/ AnneMarie). Motion carried.

Financial Report – Leslie presented the amended Financial Report for October. An error had been noted at the November meeting; it has now been corrected. The November Financial Report was reviewed; there were no unusual expenditures.

A motion was made to accept the corrected Financial Report for October and the Director's Report and Financial Report for November (AnneMarie/Sandra). Motion carried.

New Business:

Miscellaneous: There was a brief discussion regarding the 2020 calendar and how it might affect the library's hours. It was noted that July 4th falls on a Saturday (observed on Friday) and Christmas falls on a Friday. The library will be closed on those holidays. As a point of interest, Leslie mentioned a policy used in some libraries that enhances "library outreach" by adjusting hours on low-traffic holiday weekends. The group thought that this idea has merit and will do further investigation.

Adjournment - Moved and seconded (AnneMarie/Sandra) at 6:05 p.m.

Next Trustees Board Meeting: Wednesday, January 15, 2020, at 5:00pm