

JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

MINUTES

January 22, 2020

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

Meeting Convened: 5:00 pm

Acceptance of Minutes: The December 18, 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 are planning a raffle to be held in Pittsfield Town Hall on Primary Election Day, February 11, 2020.

Library Bookkeeping Transition – A letter has been sent to the Select Board outlining our proposal to have the library bookkeeping transitioned to the town bookkeeping office. The discussion of the letter will be on the agenda for the next Select Board meeting.

Update on 125th Birthday Celebration – The activities for the Carpenter Library Birthday Celebration will commence in March. Leslie is waiting to hear about using the Scenic Theater for a film presentation. It was suggested that the high school auditorium may be an alternative if the theater cannot be used.

Continuing Discussion of Meeting Room Policies – We reviewed the prepared draft of an amended Library Use Policy. A motion was made and seconded to accept the policy as amended in January, 2020 (AnneMarie/Sandra). Motion carried.

Technology Plan – Discussion was tabled until Leslie has time to review the existing plans.

Reports:

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

1. Melissa Babcock has begun training to work as a substitute library staff member.
2. Leslie is working on a library outreach program that will help support the high school set up an Early Childhood Education Learning Center.
3. Some plumbing repairs are ongoing.

Financial Report – Leslie presented the financial reports; there were no unusual expenditures. However, Leslie reported that she will be obtaining a quote for a panic button system that could be used to enhance the library's security system.

A motion was made and seconded to accept the Director's Report and the Financial Report (Sandra/Theresa). Motion carried.

New Business: Leslie presented the reports that have been prepared to be sent to the Town Hall for the Annual Town Report. The reports were reviewed and Leslie was commended for the amount of detail that was included in the Library Statistics.

Miscellaneous:

Adjournment - Moved and seconded (Sandra/Theresa) at 6:20 p.m.

Next Trustees Board Meeting: Wednesday, February 19, 2020, at 5:00pm