

## JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

### MINUTES

February 19, 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 January 22, 2020, 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 raffle at Pittsfield Town Hall on Primary Election Day, February 11, 2020. The raffle was very successful and the winner of the basket was Denise Parker.

**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 topic was addressed at a Select Board meeting; however, the trustees have not yet received a reply from the Select Board. Sandra will request a response.

**Update on 125<sup>th</sup> Birthday Celebration** – Leslie informed the trustees that plans for the 125<sup>th</sup> birthday celebration are progressing. A banner has been purchased to be hung on the library announcing the anniversary. She will be meeting with a Rotary member to check the feasibility of using the Scenic Theater for the April 4<sup>th</sup> screening of *The Time Machine*. Refreshments will be ordered for the birthday reception on March 24<sup>th</sup>.

**Review of Technology Plan** – Leslie will be presenting a review of the existing plans during the March meeting.

#### **Reports:**

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

1. Melissa Babcock's training as a library staff substitute has been completed. Leslie will arrange to have Melissa work to continue to become familiar with library operations.
2. Leslie will be advertising to find a on-call/substitute to handle snow shoveling and lawn care if the regular employee is unavailable.
3. Capitol Alarm Systems has provided information and a cost estimate for the panic button system that was approved at January meeting. All agreed that this will improve the library security and increase the flexibility of staff scheduling. A motion was made and seconded to approve the purchase of the Panic Button System (Theresa/ AnneMarie). Motion carried.

**Financial Report** – Leslie presented the financial reports; there were no unusual expenditures.

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

**New Business:** Leslie informed the trustees of 2 upcoming grants for which she will be submitting applications:

1. A grant from the NH Summer Learning that would provide \$500.00 for a collaborative program with the library and Pittsfield Youth Workshop geared towards middle school youth.
2. A grant from NH Arts Council that would provide funds to be used for the cleaning of the portraits of Josiah and Georgiana Carpenter that are in the library.

**Miscellaneous:**

**Adjournment** - Moved and seconded (Theresa/AnneMarie) at 6:30 p.m.

**Next Trustees Board Meeting: Wednesday, March 18, 2020, at 5:00pm**