

# JOSIAH CARPENTER LIBRARY TRUSTEE MEETING

## MINUTES

June 27, 2018

**Present:** Sandra Adams, Chairperson; Carol Grainger, Treasurer; Leslie Vogt, Library Director; Theresa Endler, Secretary;

**From 5:00 – 5:50 pm** Proposals were heard concerning the barn that has been donated for library use. Present for this discussion were: Clayton Wood, Bill Miskoe, Darren Nielsen, David Harper, Ralph Odell, and Jim Gamble. Mr. Wood proposed a limited restoration of the barn using volunteers and donations so that the barn could be used for library and community events. Mr. Gamble stated his offer to purchase the barn and complete a more extensive renovation. Mr. Miskoe advised the library to retain ownership of the land for the possibility of future expansion. The trustees listened to all of their explanations and asked questions pertaining to the extent of the renovations and the feasibility of the plans.

**Regular Meeting Convened:** 5:53 pm

**Acceptance of Minutes:** The May 16, 2018 Minutes were reviewed. Sandra noted a few corrections. A motion was made to correct, then the minutes were accepted and seconded (Theresa/Carol). Motion carried.

### **Old Business:**

**Friends Update** – The Friends raised \$181.00 on the used book sale on June 2, 2018. They have agreed to support the renovation of the old circulation desk with a donation of up to \$350.00.

**Discussion of barn/property** – There was discussion of the proposals that were presented earlier this evening. The trustees were in agreement that the barn should be renovated and made useful rather than letting it fall into total disrepair. However, it was felt that the town should retain ownership of the property so that the possibility of future library expansion on the site is an option. The trustees were in favor of Mr. Wood's proposal; so, Sandra will prepare a statement for the Select Board explaining the trustees' recommendations. A motion was made and seconded to support Mr. Wood's proposal and to inform the Select Board of the Trustees' concern. (Theresa/Carol). Motion carried.

**Desk Update** – The Friends of Josiah Carpenter Library are willing to donate money for the renovation of the antique circulation desk. Leslie said she could coordinate with the Food Pantry (where the desk is currently stored) and look into finding someone to do the necessary repairs and to move the desk back to the library. She will keep the trustees updated on the progress. A motion was made and seconded (Theresa/Carol) for Leslie to go ahead with the project. Motion carried.

### **Reports:**

**Director's Report** – Leslie presented the Director's Report. Two items of note were: 1. The library's audit had taken place on May 21<sup>st</sup> and there were no issues; and 2. Dealing with "recycled" books is becoming more difficult since there are fewer places willing to accept old, used books. The library may need to resort bringing to old books to BCEP for recycling.

**Treasurer's Report** – Finances were reviewed.

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

**New Business:**

**Review Library Card Procedures** – Leslie provided printed copies of the Library's Circulation Policies and New Employee Training Checklist which explain how patrons can apply for a library card and check out materials. It was suggested that the trustees should review these documents before the next meeting paying attention to the amount of documentation required of patrons.

**“Blackbox” – library legal papers**

**Recent donations**

Due to the time, it was suggested that we table these two topics until the next meeting. A motion was made and seconded (Theresa/Carol). Motion carried.

**Miscellaneous** – It was mentioned that the town may eventually be doing some of the library's bookkeeping. This will be discussed at the next meeting.

In addition, meeting dates for August and September were discussed. It was agreed that we would meet on Wednesday, August 15<sup>th</sup> and Wednesday, September, 12<sup>th</sup> to accommodate vacation schedules.

**Adjournment** - Moved and seconded (Theresa/Carol) at 6:17.

**Next Trustees Board Meeting: Wednesday, July 18, 2018 at 5:00pm**