JOSIAH CARPENTER LIBRARY TRUSTEE MEETING
MINUTES
October 21, 2020

Present: Sandra Adams, Chairperson; AnneMarie Chapman, Treasurer; Leslie Vogt, Library Director; Melissa Babcock, and Theresa Endler, Secretary (via phone).

Meeting Convened: 5:02 pm

Acceptance of Minutes: The September 16, 2020, minutes were reviewed and a motion to accept was made and seconded (AnneMarie/Sandra). Motion carried.

Old Business:

Friends Update – The Friends of Josiah Carpenter Library have not been meeting due to the Coronavirus; however, they have been communicating via email. They are trying to arrange for the annual meeting in a “pandemic-safe” manner to discuss fundraising issues and election of officers.

Personnel Policy Review – The members continued the ongoing review of the Josiah Carpenter Library Personnel Policy. The second section of the manual (pgs. 12-17) was reviewed and compared to the existing policies in the Town of Pittsfield Personnel Policy. After lengthy discussion, edits were suggested and agreed upon by the members. Leslie will add adjustments to the draft that she has been preparing. It was decided that the review will continue with pgs. 18-26 for the November meeting. The review of the Library Volunteer Forms was tabled; these will be addressed after the review of the personnel policies.

Flooring and Lawn Updates –
The replacement flooring installation has been completed in the library basement but the replacement basement windows and screens are still on order. Grass seed has been planted on the sloping area in front of the library.

Reports:

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

1. The Town of Pittsfield has been awarded the Arts Conservation Grant that will be used to clean and preserve the portraits of Josiah and Georgiana Carpenter. The work will begin in early 2021.
2. There was discussion of installing a gravel pathway from the right side of the library to the front steps. After much thought, it was decided it would be prudent to delay this decision until the barn issue has been resolved.

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:

Budget Preparation for 2021 Discussion – Leslie has prepared a 2021 Library Budget that will be presented to the Select Board at their November 10, 2020, meeting. She had also prepared a detailed list of pending expenses and possible expenditures for the remainder of 2020.

A motion was made to accept the director’s suggestions for the remaining 2020 expenditures (Theresa/AnneMarie). Motion passed.

Miscellaneous: The members agreed to meet on Tuesday, November 10th at 12:00pm to prepare for the library budget presentation at the upcoming select board meeting.

Adjournment - Moved and seconded (AnneMarie/Theresa) at 7:20pm.

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