

**OLIVE G PETTIS LIBRARY
GOSHEN, NH
MINUTES OF TRUSTEES MEETING
JANUARY 15, 2019
FINAL**

Roll Call and approval of agenda: Bonnie Belden, Chairperson; Dorothy Delucia, Vice Chairperson; Trisha Labossiere, Treasurer; Susan Carpenter, Secretary; Janelle Dawson, Trustee; Cynthia Phillips, Librarian. Absent: Joan Hoffman, Alt. Trustee.

The meeting was called to order at 6:03 pm. Addition to the agenda is to review and discuss personnel policies in reference to hiring a library assistant. Janelle motioned and Trisha seconded to accept the addition to the agenda. Motion passed.

Minutes of December 18th were reviewed. Trisha moved and Dorothy seconded to accept the minutes. Motion passed.

Correspondence: Bonnie sent letters to two of the applicants.

Reports:

Treasurers report: Trisha reported that the amount needed to be encumbered is \$8717.43. Bonnie moved to encumber the amount of \$8717.43 from 2018 for operating expenses thru March of 2019. Dorothy seconded. Motion passed. The bank balance is \$7847.75. Dorothy moved and Janelle seconded to accept the treasurers report. Motion passed.

Librarians report: Cyndi reported that interviews have been completed. The interview committee would like to recommend the following individuals for employment pending background checks: Debbie Hebert – librarian assistant and Lisa Giannotti – substitute. Bonnie moved and Trisha seconded. Motion passed. Cyndi has reached out to the church to see about using the hall and kitchen for a cooking class. Cyndi will offer the use of the library guitars to students in the area who are in need. The first reading circle of the year was a success! Six children and two parents attended. They listened to a book, learned a song in sign language, and completed a craft.

SAU report: We will receive a decision regarding the use of a bus after the Newport School deliberative session.

Action item: Bonnie will be going to the planning board meeting on Thursday to discuss the sign. Ray will start the sign momentarily.

New Business:

The following are tentative dates for possible programs:

Jan 30 – Card Making

Feb 27 – Spring wreath making

March 16 – Open House

March 30 – Rabies Clinic

April 13 – Easter program

April 24 – May Day Baskets

May 1 – Essential oils with Janelle

The Conservation Committee may also be doing two programs.

Two humanities programs might be Old Barns, Beer & Beans.

Personnel policies: We need to review and make corrections to the Librarian

Assistant Job description and contract. Trisha has researched this using our by- laws. We made some corrections and adjustments. Trisha will email the trustees a copy to read over with the corrections. Please review them again and respond to Trisha if any other corrections are needed. We will have a final copy at our next meeting.

Adjournment: Dorothy moved and Janelle seconded to adjourn. Motion passed.

Meeting adjourned at 7:59 pm.

Next meeting is February 19, 2019 @ 6:00 pm.

Respectfully submitted,
Susan Carpenter, Secretary