

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

**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 18<sup>th</sup> 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