

Minot-Sleeper Library Meeting December 14, 2010

Trustee Present – Glenn Dorr, Barbara Greenwood, Wendy Costigan, William Barrett, Nancy Gavalis, Debbie Doe, George Corrette

Absent – Kerry Mattson, Ann Fitzpatrick

Guests: David Mosley, Deborah Thouin, Amy Lyn Kench

1. Secretary's Report – Glenn Dorr made a motion to accept the minutes as written, Nancy Gavalis 2<sup>nd</sup>. Passed
  
2. Treasurer's Report – Charles Foundation sent us a check for 1,000 as a donation. Glenn Dorr will write a thank you note. William Barrett made a motion to accept the minutes as written, Nancy Gavalis 2<sup>nd</sup>, passed.
  1. Librarian's Report –
    - Cookie Buffet was a success \$1,086.56. The left over cookies went to Santa's Village.
    - Correspondence – Museum and Library Services Act is up for renewal. Encourage people to support the Act.
    - Summer program materials have been ordered. July 4 until August.
    - David Mosley went to Scrooge and Marley
    - 85% of circulation is automated.
    - Deborah attended downloadable audio books training. Plan to do training for patrons in the near future.
    - NH Library Association – time to renew, who's name do we put in? Will wait until new Head Librarian is hired.
  
  3. Old Business:
    - Updates – Director's ad is out. We have gotten about 17 letters of interest.
    - Book discussion group has continued – Morning and Evening
    - Trash and Recycling – can this be a regular stop for the town service? Library is a town building, it should be done by the town.
    - FAX line has been cancelled.
    - Budget committee has been informed about the Director salary.
    - 1, 2, 3 Lock and Key order of calling – Deborah Thouin, Debbie Doe, Cindy Westfall.
    - At our November 19th meeting we confirmed a telephone vote to accept Charles Carr for our window renovation project.
    - Charles Carr will be paid his first installment this Friday. Amy Lyn will take pictures. He has been working on it when the library is not open.
    - Motion made to accept Debbie Gilbert's resignation – George Corrette, Bill Barrett 2<sup>nd</sup>.
    - Want to call the Masons about storing some books at their building (down underneath in their barn).
    - Public announcement for Charles Carr went out (Amy Lyn).
    - Capital Reserve money – how much is left? Had to transfer the whole amount. The money has to be spent. Could spend some of that money on stacks. 24

shelves. Barbara Greenwood made a motion to identify the stacks that need to have repairs done to them and to ask Rocky to come in to do an estimate for us., WC 2<sup>nd</sup> passed.

- March, we are going to elect new members of the trustees, Glenn Dorr talked to Kerry Mattson, and Kerry said he is not able to attend the meetings due to his work schedule and he is turning in his resignation. We have 3 new positions and a 2 year position.
- Glenn Dorr – Membership would like us to have a meeting (2 or 3) to ask certain people to run. Has a list of people that would make good trustees. When can we get together? Glenn will mail the list to each trustee. Could make a display for the library that states that positions will be open for new trustees. January 19-28 time frame for registering at the town hall. Need a summary of the job of the trustees to post for the public. Amy Lyn will do a write-up to use.
- Barbara Greenwood – requested that Nate Haselbauer fill Kerry's position until March.

#### 4. New Business:

- Performance evaluations are due. Board will do Deborah Thouin, Deborah will do the rest of the staff. This will update the evaluations. Received some types of evaluations forms from the town. Will use one of them.
- Job descriptions – did not have soft copies, they have to be put on the computer. Will hand-out job description copies to everyone so that the copies are available. Can make changes. Need to create one for the Nifty. Deborah Thouin will do that up. . Will to check with the town to see what their policy for background checks on staff.
- Interviewing sub-committee – Nancy Gavalis, Glenn Dorr, Linda Morgan. Will take the applications before reading. Wendy Costigan stated that she will come to the meetings. Will pull the ads after the 1<sup>st</sup> of the year. Also from town and web site.
- David Mosley requested that the staff have a chance to participate in the interview. After the primary interview. Provide a ranking to assist with the making a choice. Will have to be after the New Year.
- Kathleen Girona – Has been invited to the January meeting. Home Town Voice. Complaining that we have not paid for an ad in her paper. We do not have a budget to purchase ads other than jobs releases.

#### 5. Building Committee

- Cost estimate came in 1.36 and David King is still working on it.
- Handed out list of items David King checked as potential items to eliminate or put up to be donated or purchased in the future. Warrant has to go public 30 days before the town meeting. Do up a flier that the staff can hand out to their patrons. All the pictures need to be updated with the new building. Debbie Doe will do up a flier. Wendy Costigan will past her e-mail on to David King.
- Will have baby-sitting, reading, etc. to get young voters to come.
- Have to have the full cost on the warrant article.
- Amy Lyn will be doing articles with the history of the building project.

- Annual Report – Wendy will do the narrative of the library report. George will get the financial part to Debbie Doe to type up and submit to town.

Meeting ends – 5:45pm.