

Minot-Sleeper Library Minutes  
February 8, 2011

Present:, Barbara Greenwood, Wendy Costigan, William Barrett, Nancy Gavalis, Debbie Doe, George Corrette, Ann Fitzpatrick, Nate Haselbauer

Absent: Glenn Dorr

Guests: Sharon Warga, Deborah Thouin, Amy Lyn Kench

Secretary's report: Barbara Greenwood made a motion that the minutes from the January meeting be accepted as written - William Barrett seconded - motion passed.

Treasurer's report:

- \$2,000 in the checking account.
- Barbara Greenwood made a motion to authorization the treasurer to move \$8,000 from Francis Minot portion of the Investment Fund to our checking account to cover David King expenses (\$5,300) and Engineering expenses (\$3,600) – Nancy Gavalis seconded – motion passed.
- Wendy Costigan made a motion that a request be made to the selectman to allow the trustees to keep the money from the copier fund from 2010 – William Barrett seconded – motion passed.
- The stock portfolio is up a bit, \$120,000, but the investment pool is down because we have been using it to pay for the new building project costs.
- Motion made by Barbara Greenwood to accept the treasurer's report – Nancy Gavalis seconded – motion passed.

Librarian's Report –

- CHILIS conference is coming up on March 17. Judy Willson and Sharon Warga will attend. Money will come from the budget line for conferences.
- 1,2,3, Lock and Key has been purchased and their new name is Maine Security. Will be changing the names on the alarm calling list to: 1 – Deborah Thouin, 2 – Cindy Westfall, 3 – Sharon Warga
- March 1 Mike McKinley will be going a presentation on the Dust Bowl. Amy Lynn Kench will be doing publicity. Barbara Greenwood said she would contact the principal at the high school to let him know.

Correspondence –

- We received a thank you note from Myra Emmons.

Old Business

- Wendy Costigan has 3 landscape designs bids. Will wait until we get to that point in the building project to determine landscaping needs. William Barrett suggests that we use the Garden Club to landscape.
- Barbara Greenwood asked where our oil containers were located. On the West side of the building. Stated that we could locate it inside for future needs if the building project goes through. Discussed where Air Conditioner could be located. Determined it would depend on what we would be using in the future.
- Reviewed back ground check policy. Sharon Warga has completed her back ground check. Cost of back ground check will come from the director line in the

budget. A copy of the back ground check will be kept in the files at the library, along with a copy of the policy on back ground checks.

- Recommendation was made to clean out our files. Will check with the town to see what the policy is for the length of time to keep invoices.
- Laptop replacement. Nathan Haselbauer and Michael Capone checked into the expense for purchasing a new laptop to replace the director's laptop. George Corrette made a motion to allocate \$650, to come from the budget, to purchase a laptop computer and an external hard drive – William Barrett seconded – motion passed.
- Still trying to contact Rocky Daniels to fix the stacks for us. He did the work in the past and we requested that he do the work to shore up the buckling stacks. Also looking for him to replace the front door knob and the closure on the front door. If Rocky does not respond we will try to contact Mark Chevalier. Deborah Thouin will try to contain Rocky on more time. \$650 was Rocky Daniel's quote, would be paying him \$300 to get started, will cancel the check to Rocky if he does not call back by Wednesday.

#### New Business –

- William Barrett stated that the top bricks of the chimney appear to becoming loose. Will contact Mike Bucklin to get cost and see if we can contract him to do the mason work. Wendy Costigan stated that we still have money to fix the chimney.
- It was determined that the trustees would now meet twice a month (the second and fourth Tuesdays at 4:00 pm). Wendy Costigan passed out schedules.
- Michael Capone has talked about using local banks to deal with our funding if the building project goes through.
- Nathan Haselbauer talked about the fundraising committee. He has taken on the challenge of putting it together. Will look into memorial bricks and donations for furniture. Glenn Dorr has set up a collection of information for the fundraising idea. Friends have set up an account to go to the children's room. We are pleased that both the select board and the budget committee indorsed the library project. Barbara Greenwood suggested that we wait to discuss it when the project gets voted on.
- Discussed the Dispute Resolution Procedure Policy. Wendy Costigan took the policy from the town and created a suggestion for the library to use. George Corrette suggested that we add a part that would state "if there is an issue with a trustee, the chairperson would address it". Decided to accept the policy with the changes.

#### Building Committee –

- Discussed purchase of a Fly-thru to help promote to building project. The cost would be 1,000 and could be finished in a few days. George Corrette stated that the money we would get from the copier fund would just cover the cost of the Fly-thru. Nathan Haselbauer made a motion to purchase the Fly-Thru at a cost of \$1,000 - George Corrette seconded – motion passed. Suggestions were made to use it as a screen saver, put it on You Tube, as well as use it at the town meeting.
- David King had suggested that we make a flier to put in the various stores around town. Barbara Greenwood had 20 made and placed them in 18 business in town.

Ann Fitzpatrick will make 12 more. Nathan Haselbauer has a flyer set up to be used in mailings to Bristol residents. Friends will be holding up signs and talking to people as they come to the town meeting.

- Barbara Greenwood is going to have various meetings to encourage groups of people to get out and vote for the project.
- At the select board meeting Rick Alpers suggested getting a second quote. Another estimate would cost \$1,600. Barbara Greenwood stated that she had a conversation with the fire chief, Steve Yanuzzi, and he said that the building could not stay open the way it is if the building project does not go through. Ann Fitzpatrick suggested that an article be written about the possibility of closing because of the fire code issues.
- A motion was made by Nathan Haselbauer to hire the Bonnette Page and Stone Corp. to do a cost estimate – William Barrett seconded – motion passed.
- Discussed the cost of the Catholic Church building. Beth Morrison had stated that it cost \$60 sq. ft. Much of the materials and work was donated. This is not a reasonable comparison to the library project. Insurance also paid for 2/3 of the building.

Meeting Adjourned at 5:37.