

## MINOT SLEEPER LIBRARY TRUSTEES MEETING

April 9, 2012

5 PM

Attending: Ann Fitzgerald, George Corrette, Roger Nichols, Deborah Thouin, Sharon Warga, Barbara Greenwood, Wendy Costigan, Lucille Keegan

Absent: Archie Auger, Nathan Haselbauer, Glenn Dorr

The board of trustees met at the Town Office Building on Lake Street on its new day and time.

**Secretary's report:** Barbara moved to accept as corrected, Roger seconded. Minutes were accepted.

**Treasurer's report:** \$2291 in checkbook, \$63,000 Investment Pool, \$128,000 Stock Portfolio

Pat Field from TD Bank will come to the May meeting to go over the Affinity program but people can already sign up at the bank. She is also available to come to an evening program.

Brackley has sent a bill for \$4200. Discussion was held as to who should pay this bill. Wendy and Barbara will address this with the select board.

The capital fund has \$54,410 in it. The Herrs have spoken to Wendy and are ready at any time to give their \$10,000 pledge.

George will be away from April 15 to May 4. He will leave the checkbook. Nathan will take care of any financials.

Wendy asked who else can make transfers in the funds and it was discovered that at this time only George has this power. He will contact the NH representative for the investment pool and add Nathans name. Roger recommended that we also send a letter on library stationery to make it official. Roger asked if we are covered by the towns elected officials liability insurance. Wendy said yes.

Roger moved that we appoint Nathan Haselbauer as a co signer to manage the investment funds and the stock portfolio. Barbara seconded and the motion was approved.

Roger asked George if we have any control over how the money in the Investment Pool is invested. Roger suggested that we should take another look at how the funds are invested. He is going to prepare a spreadsheet to help us take a look at how the funds are set up and how we may be able to use them for the addition.

We have received a total of \$3500 from the FSB grant. Sharon will pursue publicity.

**Librarian's report:** Sharon went over the written report that she had prepared. She had a copy of the Meredith Library Behavior Policy. Roger motioned to authorize Sharon to use it as a framework to create a policy for our library. Wendy seconded. Motion approved.

**Correspondence:** Lucille mentioned the NH Trustees newsletter and that we should send in an article about the library addition. She will contact Tom Caldwell about using the article about using the article he wrote.

The NH Library Trustees Association 2012 Spring Conference Annual Meeting will be May 21, 2012 in Bedford, NH.

**Old Business:** Wendy reported that the town has already received the reimbursement from the Rural Development Grant in the amount of \$6501. This was at a 35% reimbursement rate. There is still \$4909 left that we can use. Deborah suggested that the front doors need to be repaired and this would be a good fit for the money. Sharon will look for quotes.

Don Martin contacted Wendy and suggested that we drop the price of the land to \$69,900. He has a potential buyer at this lower price. Wendy signed the paper dropping the price and Barbara will drop it off at Don's office.

**New Business:** The select board has requested that the Trustees cut \$12,900 from our budget. Sharon has put together a list of possible cuts. This would eliminate the new assistant position, reduce money for books, eliminate the magazine budget, and funds for copier repair. This is about 9% of the total budget. The trustees felt that \$10,000 would have been a fairer amount.

Sharon has started to make a list of furniture and look into sources.

Lib 101: Wendy distributed a sheet entitled "Twelve Golden Rules for Board Members" for us to read. In the next few months we will go over policies, by-laws and other info that may need to be updated. Roger asked if we have a personnel policy. We will take up these issues in the future. Deborah mentioned the state law sec. 202 to revalidate the hire of a librarian.

Sharon has a binder at the circulation desk with current policies.

Lucille Keegan

