

MINOT SLEEPER LIBRARY TRUSTEES MEETING

MAY 13, 2013

Trustees present: Wendy Costigan, Ann Fitzpatrick, Barbara Greenwood, Archie Auger, Roger Nichols, George Corrette, Lucille Keegan

Also present: Sharon Warga, Deborah Thouin

1. Secretary's report accepted.

2. Treasurer's Report:

- Check book \$27,376.91
- Investment Pool \$34,102.09
- Stock Portfolio \$90,093.43
- Capital Fund \$2,473.94
- Total \$154,046.37

George reported that \$75,000 has been transferred to the town for construction costs. He stated that we need to resolve final costs. Wendy will be meeting with Michael Capone about this.

The solar project will be completed by the end of July and discussion was held on how to pay for it. We must pay 1/3 up front.

Roger made a motion to authorize the treasurer on or about June 1 to liquate such an amount from the Stock Portfolio to be added to monies from the Capital Fund and Investment Pool to apply toward the cost of the solar panel installation. Archie seconded and the motion was approved.

The capital fund will be closed and future income from bricks will be deposited into the checking account.

Librarians report:

Librarian's Report 5/13/2013

Programs

- **June Computer Classes:**

- 6/08 @ 11am: Intro to Computers
- 6/11 @ 3pm: PC Troubleshooting
- 6/18 @ 3pm: Intro to Social Networking
- 6/22 @ 11am: PC Troubleshooting
- 6/25 @ 3pm: Intro to Ancestry.com Library Edition
- **Summer Reading Program (see attached letter for children's programs and dates)**
 - Deborah, along with Pam Plankey from the BES will perform a small puppet show at BES on 6/6 advertising the Summer Reading program.
- **NH Humanities Council:**
 - **Friday, 6/28 @ 6:30pm** -- *"Moved and Seconded: Town Meeting in New Hampshire"* presented by Rebecca Rule at the library (meeting room) The Friends will be providing refreshments
- **Third Monday Book Group**
 - **Monday, 6/17 @ 10am & 4:30pm** – *"The Night Circus,"* by, Erin Morgenstern
- **Bouncy Bookworms will break for the summer after 5/24**

Staff

- Sharon will be in Chicago 6/13-15
- Beth Benton, a graduate student working towards a degree as a Library Media Specialist is interested in completing a 45 hour internship at the library in June. It will be an unpaid internship. Currently we are working on getting her background check done through the Town. She is covering the \$25.25 for the application.

Friends

- The Friends are once again sponsoring the **Squam Lakes Science Center Pass (\$300)** and the **McAuliffe-Shepard Discovery Center Pass (\$250)**
- No Yard Sale this year. They will have the October book and bake sale.
- All the friends who are able to will bake for the Grand Opening. They will also do punch and water. We will also order a big cake from Shop and Save. The Friends will also take care of centerpieces for refreshment tables, balloons to pass out to kids, and any paper goods we will need.
- After taking a break, the Friends have resumed the Bookmobile service to the Senior Center once a month due to new interest.

Meeting Room

- Room has been used within the past month by: **Lion's Club, NH Taxpayer's Association, Literary Circle, Smart Meter (concerned citizens group), Girl Scouts** as well as for various library programs – book groups, SAT Prep, children's craft time, Friend's Meeting, computer classes.

Odds & Ends

- Library Closed 5/27 for Memorial Day
- **Annual Garden Club Sale** will take place in upper library parking lot on **Saturday, 6/1 from 8am-12pm**
- **Purchased 8 licenses for Norton AntiVirus** from TechSoup.org for \$4.00/each. Each license is good for 1 year.

Old Business:

Solar panels,

- Vent pipes on roof must be moved to the front of the roof to make run for the panels.
- 12 KW system

- Bids are due May 24
- Installation complete before July 27, will take 3 days
- Roger has agreed to open the building on the days of installation
- Conduit piping will be on outside of the building
- The inverter will be in the mechanical room and must be secured. This room will be locked.

Land: Archie continues to work with the town on ways to abate the taxes on the land on West Shore Road. It appears that we may have to ask the town to accept the land from the friends.

Appreciation Luncheon: Sharon talked with Judy Willson and has set the date for August 20 at the library. She will contact caterers.

Slates: *Archie moved to accept the pricing proposal. Wendy seconded and motion passed.*

Open trustee seats: Two applications were received. *Wendy motioned to accept the applications from Rosemary D'Arcy and Shirley York and recommend them to the selectboard. Barbara seconded and motion was accepted.*

New business:

Sharon reported that the budget line for telephone is -12% at this time. We have 2 Metrocast lines and 1 Fairpoint. We looked at the budget to find places to save money. Sharon suggested that we won't use the computer support because the current contract will not be renewed. There should also be addition funds in the Maintenance/Repairs line. The trustees felt that the funds can be found through savings on other lines to cover the telephone bills.

Sharon reported that the frames are repaired and the portraits of Minot and Sleeper will be returned next week. The frame repair cost \$1,050. *Wendy made a motion to pay Roger Belsen \$1,050 for the repairs on the frames. Archie seconded and motion passed.*

Rededication program:

Wendy presented the plaque for the Genealogy Area to Barbara. The trustees had voted to name this area of the library for Barbara in honor of the tireless effort she demonstrated for many years to make the library expansion possible.

Roger has printed 150 programs and is making name tags for the trustees.

Other

Barbara brought up the need for the trustees to make a plan for outside landscaping maintenance. Sharon will speak to Brandon Bliss who is working for the Garden Club in the Butterfly Garden to get an idea of what the cost would be. We will create a line item for this in next year's budget.

Lucille suggested that we should apply for NHLTA awards for Library of the Year and the Sue Palamatier Award for Outstanding Support by a "Friends of the Library" Group. Sharon will write the Library of the Year letter and Barbara, Sharon and Lucille will collaborate on the Friends letter.

Archie will write thank you notes to the school for cooperation in painting the slates.

George reported that the Rotary Club is looking for local projects to support. Sharon and Roger will attend their next meeting to present a projector and screen project for the library.

Next meeting: June 10 at 4 PM

Lucille Keegan