

Minot-Sleeper Library Board of Trustees

July 14, 2014

Trustees present: Nancy Dowey, Ann Fitzpatrick, Rosemary D’Arcy, Wendy Costigan, Archie Auger, Lucille Keegan
absent: Roger Nicholls and Shirley Yorks. Also present Deborah Thouin

1. Secretary’s Report: accepted

2. Treasurer’s Report:

- Financial statement attached
- Archie reported that he and Roger had discussed and agreed that Roger will keep track of the checkbook. Both of them can sign checks as needed.
- Roger and Archie have talked with the TD Bank and Franklin Savings Bank to find the best solution to the checking account and credit card. They have not made a decision yet as to which bank would offer the best service for what we need.
- The Capital Fund is being handled by the Friends

3. Librarian’s Report: Deborah reported that the summer reading program is going very well with more participants than last year. The next evening program is Living With Coyotes.

4. Correspondence: none

5. Old Business:

- Solar Project: Still waiting on REC’s. Rosemary suggested that the trustees and Bill Dowey should give an update on the effectiveness of the system to the public and selectboard. Nancy will speak to Bill about this.
- Table: Archie will call Peter Brown
- Land: The Friends have put it on the market.
- Archie commented about the Trustees ending the Brick Program. He suggested that the Friends could still sell bricks. Wendy stated that they could and that the funds would be general fund raising not Capital Funds. Deborah reported that the Friends are already selling the bricks. **Archie, “ I move the trustees encourage the Friends to continue the brick program on the library premises.” Seconded by Wendy and voted in the affirmative.** The Trustees are very pleased that the Friends will continue this great program started by Wendy and Sharon.
- Policies: Rosemary gave an update on her review of the current policies (I will attach her recommendations and review) Related to the safety policy we decided it would be important to purchase a defibrillator and move the first aid kit to the circulation desk. It was decided that we should hold a separate meeting to finalize the policies as it warrants more time then we have at our regular meetings. Archie is working on personnel policies. Rosemary suggested they should include a job description, performance review procedure, disciplinary procedure and grievance procedure. Wendy stated that we have a job description already.
- Nancy will contact Roger to plan a meet and greet for the new Librarian, Sandy Gruther-Allgood, to include the Friends.

6. New Business:

- Rug: Rug was removed by town workers at no expense to the Trustees. Hydraulic cement will be applied to foundation and new drainage will be installed outside where the water is coming in when it rains. We should receive some insurance money. A dehumidifier will be installed and some of a wall needs to be removed where it got wet.
- Plaque for George: Rosemary will come up with wording for a plaque in honor of trustees that have given long service to the library. George's name will be the first to appear on it.
- Library Lights: John Francis has one more of the lights that hang from the ceiling and would like to sell it to the Trustees. He also has bulbs. **Nancy moved "That we offer him \$100 for the light and bulbs"**
Wendy seconded, motion was approved.
- Shopping list: Archie will look for a dehumidifier, larger trash can for the bathroom and outside trash bins that lock.
- It was discovered that the outside light by the parking lot and the sign light are on a timer which needs to be reset.
- Deborah said that the old laptop she is using is not working well and will need to be replaced soon. Wendy told her there is money in the budget to do so.

Lucille Keegan,

Secretary