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MINOT SLEEPER LIBRARY  
BOARD OF TRUSTEES MEETING  
APRIL 20, 2016

Trustees present: Shirley Yorks, Ann Fitzpatrick, Nancy Spears, Archie Auger, Rosemary D'Arcy, Lucille Keegan

Trustees absent: Hilda Bruno, Ann Guilfoyle

Library Director, Brittany Overton present

Rosemary called the meeting to order at 1:10 PM.

- Archie moved to accept the minutes as written with Shirley seconding and the minutes were approved.
- Archie presented his financial report. Rosemary asked about consolidating three of the accounts but it was decided to not do anything at this time.
- Brittany went over the items in her written report that she wanted clarification on. She will check with Dead River in regards to the pricing for the efficiency test on the furnace. She will also check with the Town about what services they receive from Dead River. We discussed what outside maintenance work could be done by Peter Daniels. It was decided to let the maintenance committee make a list of projects that might apply.

**Archie moved to authorize the Library Director to expend up to \$500 from tax dollars budget only without prior approval and to report monthly what had been purchased. Shirley seconded and the motion was approved.**

The Town is taking a look at space needs and would like input from the Trustees. We felt that there is no immediate need in the foreseeable future for more space at the library.

Brittany discussed the idea of a seed catalog at the library. We felt this was a good idea. **Archie moved to authorize Brittany to start a seed library. Nancy S, seconded and the motion was approved.** The Friends have purchased Legos for \$153 and a pass to the Squam Lakes Science Center for \$300.

Brittany asked if the Trustees want to follow the same procedure as the town in regards to time of review of employees. Archie stated that we should do evaluations before the budget vote in March and Rosemary suggested we should give payroll adjustments on the first of April. We will take this matter under advisement and review when we work on the next budget.

Brittany had a request to use the building for a birthday party. After reviewing our building use policy we determined that this does not meet the current policy standards.

**Old Business:**

- The maintenance committee has met and had quotes for cleaning lights and spring cleaning inside the building. **Nancy S. moved to accept the quote from Goodrum Electric for cleaning the light fixtures and replacing the bulbs with LEDs. Archie seconded and the motion was approved. Rosemary moved to go ahead with the spring cleaning using the current cleaning company. Shirley seconded and the motion was approved. Rosemary moved to hire Charles Carr to remove the storm windows on the original part of the library, clean these windows and replace a broken glass. He will reinstall the storm windows. He had originally built these storm windows. Nancy S. seconded and the motion was approved.**
- The new shelved in the foyer are installed and a nice reception was held for their dedication in memory of Peg Riley and long time Friend of the Library.

- Brittany reported that the process of switching to the new library system has begun. The library will be closed on the 25<sup>th</sup> in order for all staff to attend training in Hooksett.

**New Business:**

- Nancy Spear moved to unseal all special board meeting minutes and place them in the file with other minutes. Shirley seconded and the motion was approved.
- Rosemary will send in the updated Trustee list to the NHLA along with the dues.
- Rosemary read a letter from Hilda Bruno stating that she is resigning from the board. **Archie moved to accept the resignation with regret and to recommend the Select Board fill the vacancy with Nancy Dowey. Ann seconded it. The motion was approved.** Rosemary will write Hilda a letter and contact the Town for approval of Nancy as a Trustee.
- Brittany will be taking vacation time from June 24-29.
- Brittany has gathered information about carbon monoxide detectors and will report next month on how this should be best handled.
- After an executive session the following motion was adopted. **Archie moved to accept Brittany's recommendation for a salary increase for Cindy bringing her up to \$15 per hour retroactive to April. Shirley seconded and the motion was approved. Archie moved to adjust Brittany's salary to \$42,000 retroactive to April 1. Shirley seconded and the motion was approved.**

Rosemary adjourned the meeting at 3 PM

Next meeting: May 18, 1 PM