

Minot-Sleeper Library
Board of Trustees Special Meeting
November 27, 2023

Trustees Attending: Anita Avery, Karen Boyd, Pat Durgin, Kathleen Haskell, Sue Nieman, Dolly Prive, Nancy Spears. **Library Director:** Patty Hayward. **Trustees Absent:** Nancy Dowey, Lucille Keegan.

Karen Boyd called the meeting to order at 5:00 PM.

Staff Reorganization:

Erica Mattson has resigned from her part time position in cataloguing and circulation. Karen Boyd will conduct an exit interview with her on November 28th. The Board appreciates her very good work, and wishes her well.

Patty has developed a plan for staff reorganization which changes the number of hours for two part time employees, as well as the possibility of a full time position with benefits for the Supervisor of the Circulation Desk.

After discussion the Board decided that the part time cataloger and circulation clerk position would be increased to 25 hours. The second part time position, filled by the Page, would be reduced to 12 hours.

The Board will consider the full time position with benefits for the Supervisor of the Circulation Desk in 2024 for next year's budget.

The Board approved Patty's draft of the job posting for the part time cataloger and circulation clerk. It will be advertised at 25 hours at the current hourly rate.

Old Business:

The Town will pay the balance of the mold removal after the Library pays \$1000, which will come from the excess in the 2023 budget. Any sheet rock replacement will be paid by the Library.

Patty has requested the purchase of a new desk in the Director's Office, as the present one has an odor. The Board approved the purchase.

New Business:

The Giving Tree will be online and also put up in the library.

A letter in the Laconia Daily Sun was brought to the Board's attention. It was decided not to respond to it.

An author has requested his book to be included in the collection. The Board approved its inclusion.

The meeting was adjourned at 5:50 PM.

Respectfully submitted by

Sue Nieman, Secretary

Minot-Sleeper Board of Trustees