

Minot-Sleeper Library
Board of Trustees Meeting
January 25, 2024

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

Karen Boyd called the meeting to order at 5:01.

Minutes: A motion was made by Pat Durgin, seconded by Anita Avery, to approve the Minutes of the December 21, 2023 Regular Meeting. All were in favor.

Financial Report: Kathleen was absent, so there was no formal report. Patty reviewed invoices and checks received.

Old Business:

Patty has started a review of policies, and will meet with the Policy Committee to discuss any changes. The Trustees' Binders will be updated when all policies are in final draft.

The Candidates' Forum will take place on Saturday, March 2nd at 1:00 PM. The location will be the Old Town Hall and it will be sponsored by the Minot-Sleeper Board of Trustees. Preliminary plans are:

Moderator: Brittany Durgin

Video: Patty will contact Christina if Cade can do the tech work.

Benches will be used for seating.

Christina will be asked about obtaining keys.

Brittany will be asked to advise on the set-up for the program.

There will be no refreshments.

Karen will send invitations to candidates after the 2/2/24 filing date ends.

It will be requested to have one police person on duty.

Town Personnel Policies were read and signed by all Library Employees. They are available in a binder for all Trustees to review. Employee evaluations at Minor-Sleeper are scheduled in sync with the Town for 2024.

Director's Report:

Patty sent a comprehensive Director's Report to all Trustees, with time to review it. Highlights were:

Behavior of children and young adults has improved in the library.

Patty's desk did not arrive, so a refund will be issued before a new one is ordered.

The protocol that Patty will use for closing the library on snow days is 1) The staff is safe. 2) The Library walkways and parking has been adequately prepared. Patty will contact the Highway Department about snow removal, and Lucille reminded Patty that special salt is used on the pavers. The staff will be paid on days the library is closed, and do necessary work from home.

Coffee with the Librarians is scheduled for Monday, January 29th from 10 - 11 AM. It was suggested that a Coffee with the Children's (Youth Services) Librarian, as well as a monthly guest, might be offered in the future.

Patty visited the Jennie Blake School in Hill, and received a book about the school written by its students. It will be added to our collection. The students will visit the Library soon, and each will get a library card. The Trustees are in favor of building upon the relationships established between the library and schools in the area.

Shane was commended for her very good facilitation of the Third Monday Book Club, subbing during Patty's absence.

Patty has completed the Statistic Survey for the State Library. It has identified areas where programming needs to improve. The priority is more programming for Ages 6 -11. Fiona will start a Graphic Novel Book Club as a first step to address this age group.

New Business:

The list of holidays observed by the Town for 2024 will be observed by the Library.

Patty has reviewed the former Strategic Plan, and will lead the process of developing a new one. The first task will be developing surveys for specific areas. Outreach to Seniors is needed, and various programs and Senior residences will be contacted to complete a survey. Preliminarily, programming and library hours were discussed as important areas for input. A Strategic Planning Committee will meet on Thursday, February 8th at 3PM. Members are Karen Boyd, Pat Durgin, Dolly Prive and Sue Nieman.

The next meeting of the Board of Trustees will be on Thursday, February 22, 2024 at 5PM at the Minot-Sleeper Library.

Adjournment: Anita Avery made a motion to adjourn, seconded by Sue Nieman. All were in favor.

Respectfully submitted,
Sue Nieman, Secretary
Minot-Sleeper Board of Trustees

