

Minot-Sleeper Library Board of Trustees

August 11, 2014

Trustees present: Wendy Costigan, Roger Nicholls, Ann Fitzpatrick, Shirley Yorks, Nancy Dowey, Archie Auger, Rosemary D'Arcy. Absent: Lucille Keegan. Also present Sandy Allgood, Deborah Thouin

1. Secretary's Report: accepted
2. Treasurer's Report:
  - a. Financial statement attached
  - b. Archie proposed that the Trustees move the unencumbered monies from the TD Bank to the Franklin Savings Bank and open a debit card account. This was suggested because of some difficulties with TD Bank.  
**Wendy made the following Motion: "I move that we take \$3184.09 from the TD Bank checking account and open a checking account with a debit card at the Franklin Savings Bank." Nancy seconded, the motion passed.**
  - c. Archie presented a budget format that would simplify understanding of the funds provided by the Town and suggested that the Trustees begin to think about the next budget and the needs of the Library. Sandy said she liked the simplified format and had some ideas about future expenditures given the growth in patronage since the new building was completed.
  - d. Roger reported on the status of the NH Public Deposit Investment Pool Funds as of July 1, 2014. He is still working on having an attorney advise us on certain restricted funds which could better be used if the funds were made available.
  - e. Archie suggested that at the point when we begin receiving RECs from the solar panels we should open a separate account at Franklin Savings Bank.  
**Wendy made the following Motion: "I move that at such point that we begin receiving moneys from RECs that a separate account be opened at Franklin Savings Bank." Roger seconded and the motion passed.**
3. Librarian's Report: Sandy discussed her concerns about the condition and security of the patron and administrative computers and suggested that they were not all completely current or secure. She asked that we have an assessment done to determine what needs to be in place to ensure that all computers are fully updated and secure.  
**Roger made the following Motion: "I move that we authorize Sandy to spend up to \$150 to have an assessment done on the technology in the**

**Library, both patron and administrative.” Wendy seconded and the motion passed.**

Some discussion occurred regarding the purchase of a new laptop for the Library and a decision was made to ask the advice of the person doing the assessment to see whether we are getting a good price and the best laptop for the purpose. No purchase will be made until we have received this advice. Deborah reported that the Summer Reading program was a huge success with 50 elementary children and 20 teens participating. This represents a 15% increase over last year and approximately 100,000 reading minutes. Sandy suggested the possibility of purchasing a fire proof, locking, file cabinet and after some discussion, it was determined that there is a fire proof cabinet that can be locked in the basement and this could serve the purpose.

4. Correspondence: none

Archie volunteered to have an electrician whom he knew investigate how we might mitigate the PSNH demand charges caused by the air conditioning units all coming on at the same time as well as several minor electrical issues with lighting in the parking area, entry area and basement. Archie invited Jeff Goodrum, a licensed electrician, to provide his assessment of the electrical issues.

Jeff and Bob Skiffington checked out the specific items and described how the Library could solve the demand charge issue with a relatively simple and inexpensive fix. He also provided suggestions regarding the entry area lights, the basement lighting and the parking lot and sign lighting.

Wendy asked Jeff to provide the Trustees with a proposal for addressing these issues. Jeff clarified exactly what we were looking for and will provide a proposal with a quote.

5. Old Business:

Solar Project: Bill Dowey has agreed to present an update on the Library solar project to the Bristol Select Board on Monday, August 18.

Table: Still being worked on

Policies: Sandy and Rosemary will work on a final version of the proposed and revised Library policies and present to the Board for a vote in October. Sandy is working on a revision of the Mission and vision.

Doors: Still waiting for an update on next steps.

Basement: The rug has been removed and the leaks are being addressed.

Dehumidifier: **Roger made the following motion: I move we authorize Archie to purchase a dehumidifier at a price not to exceed \$260 from Trustee funds. Annie seconded, the motion was passed.**

Archie also agreed to price a 10' ladder for the Library and report back at the September meeting.

Plaque: Rosemary will provide wording for the plaque and provide information about the cost of a plaque honoring George Corrette and future honorees at the next Board meeting.

Library lights: This item was addressed earlier in the meeting when Jeff Goodrum spoke to the Board.

6. New Business:

- Butterfly Garden Sketch: Shirley passed around two options for a sign that will be put at the entrance to the back parking area and garden and asked for the Board to vote on which one they preferred. The Trustees selected a green and cream sign with a small sign indicating that the garden was provided by the Pasquaney Garden Club.

7. The meeting was adjourned at 5:40pm.

Rosemary D'Arcy  
For Lucille Keegan