

MINOT SLEEPER LIBRARY TRUSTEES MEETING

February 10, 2015

4 PM

Trustees present: Wendy Costigan, Rosemary D'Arcy, Roger Nicholls, Annie Fitzpatrick, Shirley York, Archie Auger, Nancy Dowey, Lucille Keegan and Librarian Sandy Allgood

1. Secretary's minutes accepted

2. Treasurer's report presented and accepted

- There was a discussion about the monies that the Town Budget Committee voted to reduce the library budget by. It was suggested that someone at town meeting could request that this money be restored and it would have to be voted on by those present at that meeting.
- Wendy reminded us that our budget is a bottom line budget and we can shift monies around as needed.

3. Librarian's report: Sandy had sent everyone a copy of her report previous to the meeting but there were a few items to be discussed.

- Building maintenance: Wendy has been in contact with CCI about flashing that is missing from the roof. They are working on matching up the color.
- Snow days: Sandy was unclear about the policy for not opening the library in bad weather and whether or not employees are paid in that case. From the minutes of Dec. 13, 2011 there appears to be a policy stating that they will be paid. Further research on the topic will be done so we can write this into our new personnel policy.
- Sandy questioned our employee review policy. She is in the process of writing new job descriptions as position titles have changed.
- Sandy feels that the page position should be for one year only.
- The library has been invited to participate in the Elementary School Project Promise event. Azra, Cindy and Nancy Dowey will go to this.
- Sandy would like funds for 15 background checks for library volunteers. Rosemary moved **to pay for 15 background checks for library volunteers, not to exceed \$525 from the trustees funds.** Seconded by Roger and the motion approved. Many of the people getting the background checks are member of the Friends that volunteer a lot.

4. Old Business:

- Rosemary and Sandy will follow-up on the plaque for the restored table.
- We will meet again on Feb. 24 at 10:30 AM to finish up work on the library policies and the new vision and mission statement.

Wendy moved to go into non-public session (91-A:3 11(a))

Meeting resumed and Roger moved that the correspondence be placed in the employees permanent personnel file. Seconded by Wendy. Motion approved.

Meeting adjourned at 6:10.