

**MINOT SLEEPER LIBRARY**  
**Board of Trustees**  
**January 21, 2021**

This meeting is being held remotely due to social distancing orders put in place by the state government.

**Trustees Present: Rosemary D'Arcy, Martha Hulsman, Karen Boyd, Travis Kelley, Lucille Keegan**

**Nancy Dowey, Shirley Yorks, Nancy Spears**

**Absent: Kathleen Haskell,**

**Library Director: Brittany Overton**

Rosemary called the meeting to order at 5:30 pm.

Rosemary noted that since we were holding a virtual meeting, we will take votes via roll call. This meeting was posted so the public could join.

Paula McKinley, assistant director, joined the meeting to present ideas for possible regionalization of local libraries. Some of the benefits are shared resources, time and energy with an increased accessibility to space. Residents could go to different branches. For example, due to an older population in Hebron, their library could have an extensive large print collection. Bristol residents could use that. Museum passes could be shared. Scheduling events could cost less. There is a possibility of shared staff with the cost shared by the towns involved. Paula will do more research and there will be more discussion at the next Trustee meeting.

**Lucille moved to accept the amended minutes from the last meeting and Karen seconded. The minutes were approved.**

Brittany presented the Financial Report.

**Karen moved and Nancy Spears seconded to accept the financial report. Motion passed.**

Rosemary explained the funds that go into the Sunshine Fund are from trustees donating \$5.00 per month. These funds are used to buy gifts for staff and other people we want to recognize.

**DIRECTORS REPORT**

Brittany presented the Directors Report.

Additional information:

- new air purifiers will cause almost no increase in the electric usage
- A Union Leader reporter and Paul Bemis will be at the library Friday, January 22 for photos so the library could be in the newspaper
- The candidates forum will be on Zoom, Saturday, February 27 at 3 pm. Paul Fraser will moderate.

- Brittany is working with Tucker Interiors to update the shelving quotes that were previously provided.
- Due to Rayanne's departure, Brittany needs to hire a part time staff person. Although she could use the person right now the consensus is to wait until there are more concrete plans for regionalization.
- A patron sent a very complimentary email to the staff thanking them.

## **NEW BUSINESS**

### Covid-19 update

There are many options to start to increase access to the library. After the trustees' discussion, Rosemary urged Brittany to talk with staff to figure when and how the library will open for more services.

**Karen moved and Lucille seconded that the reopening will be based on Brittany and the staff's recommendation. Motion passed.**

Brittany will email the trustees the plan since it will start before our next meeting.

### **Strategic Planning**

Rosemary requested that by February 19, each working group send her:

1. list of accomplishments
2. work in progress
3. summary of activities
4. members

Rosemary reported that the Innovative Communication Working Group is working with a professor at PSU to conduct 3 focus groups for vision and mission; The three groups are: staff and trustees, loyal users and users who do not use the library very much.

**Rosemary would like trustee permission to set up MOU with PSU. Martha moved and Shirley seconded the motion. Motion passed.**

Space Needs and Expanding Accessibility groups will meet.

Brittany and Rosemary will meet to develop a social media policy and present it at the February meeting. They have met to develop a calendar for tasks trustees need to do throughout the year. Rosemary will send it out so it can be discussed and approved at the next meeting.

Brittany's annual review is due. Rosemary will send out blank copies to all trustees to be filled out and returned to her.

Rosemary recommends the following standing committees: Human Resources, Bylaws and Policies, Fundraising, Trustees are asked to email her which committee they would like to be on.

Rosemary has sent out the 2021 meeting schedule and an updated trustee list.

**The meeting was adjourned at 6:35**

Next meeting is February 25,2021

Respectfully Submitted,  
Nancy Dowey