

MINOT SLEEPER LIBRARY
BOARD OF TRUSTEES
APRIL 25, 2019

Trustees present: Shirley Yorks, Martha Hulsman, Karen Boyd, Nancy Spears, Kathleen Haskell, Tom Kaempfer, Lucille Keegan. Absent: Nancy Dowey, Rosemary D'Arcy
Library Director: Brittany Overton

Karen Boyd called the meeting to order at 5:30.

Martha moved to approve the minutes of March 28 as amended. Nancy Spears seconded and the motion was approved.

Kathleen and Brittany presented the finance report. **Nancy S. moved to accept the report. Martha seconded and the motion was approved.**

Brittany went over the director's report.

- **Martha moved to authorize Brittany to have CCI and Quality Insulation complete work as proposed for a total of \$900. The \$900 to be paid out of the Carr fund. Tom seconded and the motion was passed.**
- Brittany would like to establish a process for approving invoices. This was a recommendation from this year's audit. Karen Boyd will be the main contact to sign off. Kathleen is going to write a policy.
- **Martha moved to allow Azra to have the library open during non-regular hours from 3-6:30 on May 18 for the Middle School Escape Room program. Karen seconded and the motion was approved.**
- **Nancy S. moved to approve a delayed opening of the library on Tuesday, June 25 at 3 PM to allow the staff to attend the Town's annual employee training. Martha seconded and the motion was approved.**
- Brittany will pursue having David Hallenbeck speak at the strategic planning kick-off event.
- Brittany has received a petition for the Estate Administration of Thomas Crouse. She will talk to Ned Gordon about this matter.

Old Business

- Human Resources Committee report: Brittany presented the Professional Development and Community Outreach Policy that the committee has written. **Shirley moved to approve the policy as written and Karen seconded. The motion was approved.**
- Strategic planning: We worked on creating a vision statement. **Tom moved to accept the following "Enriching lives through community engagement". Martha seconded and the motion was approved.** We discussed possible wording for goals but did not come to a consensus. Brittany will work putting our ideas together.
- The building committee met. Josh Furbish will start the work on the outside stairs off the children's room. He would like to have a down payment of \$500 to purchase materials. Brittany was authorized to contact him and pay him the \$500.
- Brittany will apply for a "moose plate grant" to repair the clock face.

Martha moved to adjourn at 6:50 and Tom seconded. The motion was approved.

