

**Minot-Sleeper Library
Board of Trustees
November 20, 2019
Meeting Minutes**

Attendees: **Karen Boyd, Kathleen Haskell, Nancy Spears, Martha Hulsman, Lucille Keegan, Rosemary D’Arcy, Brittany Overton, Director**
Absent: **Shirley Yorks, Tom Kaempfer, Nancy Dowey**

Karen, serving in Nancy D’s absence called the meeting to order at 5:30pm

Rosemary moved to accept the minutes of October 24, **Martha** moved to accept the minutes of November 15

Motion to approve the Finance report was made, seconded and accepted.

The Town Administrator has suggested that we avoid encumbrances and pre-pay the space needs consultant \$600 out of funds available in the 2019 budget. The space assessment will be conducted early in 2020.

Kathleen updated the trustee sunshine fund and reminded trustees that they could contribute for the 2020 year.

Directors Report:

Antique clock repair funds will come from building maintenance budget.

Kathleen will explore alternatives for restricted funds that are currently held in CD’s in Franklin Savings Bank once these CD’s mature. TD Bank has a vehicle that would allow easier access to these funds.

Jeff Chartier has offered to inspect the Library plumbing and the Trustees have approved.

Brittany will work with staff to develop a confidentiality policy for staff and patrons to be approved by Trustees. Trustees do not need to sign a confidentiality statement since they are bound by the relevant RSA’s as elected officials.

Paula is starting a movie group to begin in 2020 using Kanopy service.

Brittany and Nancy D. attended the Budget Committee meeting on Monday, November 18. The Library budget was reviewed, there were no questions and no changes recommended.

Strategic Plan Committee Updates

Improved Accessibility working group – Tom is trying to get the Middle School shop teacher involved in possibly having the students help to build Little Free Libraries which could be installed in strategic areas in Bristol. Paula is checking on relevant ordinances related to this initiative. The Trustees will explore ways to expand accessibility through outreach to smaller neighboring public libraries. Rosemary has volunteered to visit the Danbury Public Library when they are open to discuss possibilities, such as cosponsoring programs, advertising program offerings across the participating libraries.

Optimizing Physical Space working group – the cupboard in the old entrance foyer has been emptied and the glass front covered. The Rotary materials will be stored there to make more

room for the Library materials in the storage closet. A new rack for chairs in the meeting room was assembled and the old rack was given to the Town for use in the Historic Town Hall. A consultant has been identified and will be conducting a space needs assessment in early 2020. Martha discussed storage shelves in the storage closet with Kris Durgin.

Innovative Communications working group – has not met, since the last Trustee meeting. Next Meeting is December 9.

Karen announced the Friends of the Library cookie buffet to be held on December 13-14 and requested that trustees might help by baking cookies for the event. Cookies can be dropped off at the Library or the Masonic Hall in the afternoon on December 13. Cookies should be holiday varieties.

Brittany announced a meeting on December 4 at 7:00 to discuss creating a municipal power district. Paul Bemis will convene the meeting discussing how Bristol might create a district to produce power which would be used by the district members and not governed by the power companies.

The Town Select Board is considering creating a Sustainability Committee to look for ways to be more environmentally friendly. This is not a Library committee, but Brittany and Nancy D. are planning to be involved as private citizens.

Staff holiday gifts were discussed and a plan agreed.

A motion to dismiss was made and passed at 6:55pm.

Respectfully Submitted,
Rosemary D'Arcy