

MINOT SLEEPER LIBRARY
BOARD OF TRUSTEES
WEDNESDAY, APRIL 18, 2018

Trustees present: Rosemary D'Arcy, Nancy Dowey, Wayne Evans, Martha Hulsman, Kathleen Haskell, Shirley Yorks, Ann Fitzpatrick, Lucille Keegan absent: Nancy Spears
Present: Library Director, Brittany Overton

Rosemary called the meeting to order at 4 PM.

The minutes for March 21 were reviewed. **Nancy Dowey moved to amend these minutes by removing the sentence, Background checks are not necessary. Ann seconded and the motion was approved. Nancy then moved to approve the minutes as amended, Ann seconded and the motion was approved. Martha moved to accept the minutes for the April 6, 2018 meeting, Nancy D. seconded and the motion was approved.**

Kathleen and Brittany presented the financial report. Rosemary asked to have the copier line put back into the report with \$1 in the line. Kathleen suggested that after speaking with the auditor it was advised that each month the Treasurer approve the expenditures made the prior month. Kathleen will enter Trustee transactions into Quickbooks and Brittany will continue to balance these statements. The Treasurer will report quarterly on account balances. **Martha moved to accept the treasurers report as printed, Ann seconded and the motion was approved.**

Director's Report:

Brittany had provided the Trustees with a report prior to this meeting. We went over a few items that she wanted Trustee input about.

- What should we do with the portable dehumidifier in the basement that is no longer needed? Kathleen will ask if the SAU would like it for their basement. The small chair could be given to the Community Services.
- Brittany expects to meet with Bob MacArthur about the firebox on April 19. The fire department was unable to get it working. **Rosemary moved to transfer our security service from Sea Coast Alarm to Advanced Lock and Alarm as soon as possible. Nancy seconded and the motion was approved. Rosemary moved that we give the fire department until April 27 to activate the fire box. If that is not possible we will transfer the fire monitoring to Advanced Lock and Alarm. Nancy seconded and the motion was approved.**
- The following trustees agreed to do the spring cleaning Rosemary will do the kitchen and Nancy, Kathleen and Lucille will do the other dusting etc. We will have the carpet professionally cleaned.
- The trustees approved adding the library to the Federal directory that Brittany asked about.
- **Martha moved that the trustees will pay, out of trustee funds, the balance of \$154 for the Kid's, Books & the Arts grant for a musical presentation to kick off the Summer Reading Program. Ann seconded and the motion was approved.**
- Brittany spoke about the fact that even though we have the Squam Lake passes paid for by the Friends there is a fee to enter the center. Last year, the cost for anyone who borrowed the pass from the library was \$3 for the first two people and \$10 for an additional four people. This year, the first two people pay \$5 each and additional 4 people pay \$10 each.
- The state ILL system will not be repaired. They are seeking a new system.

Old and unfinished business

- The basement floor has been carpeted.
- Lucille will contact Deb about painting the front doors when it warms up.
- Rosemary will have the personnel policy ready for review on May.

New business

- The Human Resources committee met. **Nancy moved to accept the job offer letter template. Shirley seconded and the motion was approved.**
- Rosemary suggested that we should do a By-Law review.
- The new trustees are encouraged to attend the new trustee training session and the NHTLA conference.
- Trustees are encouraged to suggest names of individuals that could be considered for the MSL Honor Plaque.
- Brittany will write trustee profiles for the newsletter.
- The schedule for meeting dates for the rest of the year was discussed. See separate page for the schedule.

Rosemary moved to go into executive session 91A-3. A roll call vote was taken with all trustees in the affirmative.

After the executive session was closed Martha moved and Nancy seconded to adjourn the meeting at 6:15. The motion was approved.

Lucille Keegan,
Secretary