

Minot Sleeper Library Trustees

April 21, 2015

4:30 PM

Trustees present: Rosemary D'Arcy, Ann Guilfoyle, Shirley Yorks, Nancy Spears, Hilda Bruno, Ann Fitzpatrick, Nancy Dowey, Lucille Keegan.

Library director Sandy Allgood.

Barbara Greenwood.

1. Rosemary called the meeting to order. Nancy D. made a motion to accept the March minutes. Ann G. seconded and the motion was approved.

2. Reports:

The treasurer (Archie Auger) was not at the meeting but had sent a balance sheet.

Sandy had sent out her March report before this meeting. A few items were discussed.

Nancy Spears made a motion to accept with deep regret the resignation of Sandy Allgood as Library Director. Nancy Dowey seconded and the Trustees approved. A discussion ensued to understand what lead Sandy to this decision.

3. Action items:

a) Ann F. has a key for emergencies. She will give it to Nancy Spears when she is going to be away for an extended length of time.

b) Staff performance reviews and raises:

Rosemary met with Kelly LaCasse and Michael Capone. Sandy will write a review for Cindy Westfall. Rosemary will review it and discuss it with Sandy and Cindy. Rosemary is gathering information about past raises. Sandy will write up a review of Azra so far as she has not yet completed six months when she would have a formal evaluation. It was decided to have Sharleigh, the current page, stay on through the summer months.

4. Old or unfinished business

a) Solar panels are repaired and generating plenty of power. Nancy D. will have Bill email Sandy the Tigo information so we can pay the annual subscription.

b) The library table plaque is ready to place on the end of the table.

c) Shirley has a list of names for the Library Trustee plaque. We will take this up at a later meeting.

d) Nancy D. spoke with Kelly at the town office in regards to vacation and sick day policies. Nancy D. moved that we follow the Town of Bristol policies for vacation and sick leave. Nancy S. seconded and the motion was approved. We will approve the personnel policy at a future meeting.

5. New business

a) Friends/Trustees liaison. Ann G. attended the last Friends meeting as a liaison. The intent is to improve communication between the two groups. The Friends would like a copy of the minutes of Trustee meetings. It was suggested that the Friends would also share their minutes with the Trustees. Judy Willson will be sent a copy of the draft minutes in a timely fashion. Lucille suggested that if a member of the Friends is elected to the Trustees they should step down from the Friends in order to keep these two groups separate and unique. Ann G. reminded us of a discussion at our last meeting about having 2 yearly joint meetings with staff included. One suggestion was for a library tea. The Friends will be asked to help in the selection of the next high school page.

b) Library policies will be reviewed yearly

c) New mission/ vision statement will be held off until a new director come on board.

6. Announcements

a) NHLTA conference, May 18 Nancy D., Ann G., Rosemary and Hilda will attend.

b) other:

Barbara Greenwood would like the Trustees to honor Deborah Gilbert and her family for all they did getting the addition underway when she was the librarian. Rosemary made a motion to accept Barbara's recommendation to create a memorial plaque for Deborah Gilbert and her family to acknowledge their contribution to the Minot Sleeper Library expansion project. Nancy S. seconded and the motion carried.

Barbara also requested that the Trustees purchase a memorial brick in honor of Nathan Haselbauer, a former Trustee who recently died.

The meeting adjourned at 6:30.

Next meeting: May 22, 2015 4:30 PM

Lucille Keegan, secretary