

## MINOT SLEEPER LIBRARY BOARD of TRUSTEES

April 14, 2014 4 PM

Trustees present: Wendy Costigan, Rosemary D'Arcy, Nancy Dowey, Lucille Keegan, Archie Auger, Shirley Yorks, Roger Nicholls, Ann Fitzpatrick

Also present: Sharon Warga, Deborah Thouin

1. Secretary's Report: Archie noted that the March date was the 17<sup>th</sup> not the 27<sup>th</sup>. Minutes were approved as corrected.

2. Treasurer's Report: no report

- Wendy moved to have Archie's name added to the Capital Fund as a signature. Rosemary seconded and motion passed.

3. Librarian's Report: see attachment

- The Friends donated a pass to the Squam Lakes Science Center with a value of \$300.
- Archie questioned the square footage of the library listed on the Town insurance printout. Wendy will speak to Michael Capone about it.

4. Correspondence: Thank you notes were read.

- Sharon has received a letter from the Rotary Club inviting the Library to apply for a grant for a special project.

5. Old Business:

- Solar: The panels are clear of snow and generating lots of power. Sharon will try to reset thermostats to stagger when the AC comes on to help reduce electric charges. No answer yet about REC's.
- Library table: Sharon has spoken to Peter but no date of delivery yet.
- Land: Archie received an email from Michael Capone that stated that the new select board is getting organized and no decision has been made to his request for the town to take ownership of the land for the Trustees. Archie has been researching and has found no RSA for libraries accepting donations of land. The Trustees by-laws say we can accept real estate. Ann suggested we should advertise the land as a private sale.
- Birds: Sharon has written a document for the birds to be on permanent loan to PSU. They should be picked up in May.
- Policies: Rosemary met with Sharon and went through the NHLTA policy list to see what we are missing. They found that we lack policies for security and safety, patron appeal

procedure and a donation policy. The town personnel policy is adequate but Archie suggested that wherever it says Town of Bristol we should replace it with Minot Sleeper Library Trustees. Sharon will send Rosemary a copy to edit.

- Doors: Rod has not been replaced.
- Director Evaluation: Sharon reported that the Town wants evaluations by April 25. They have a new form that the Trustees do not feel fits the Library Directors position. Sharon has already filled out her part on the old form. It was decided that we will use the old form this year and create a form specific to the position of Library Director to use next year. Rosemary, Shirley and Ann will get together to fill out the form and Wendy will review it with Sharon.

#### New Business:

- Wendy motioned to pay the \$300 for the Trustees state membership. Archie seconded and motion was approved.
- Archie moved to go into non-public session ( RSA 91-A:3) Wendy seconded and the motion was approved.
- Archie moved to come out of non-public session. Wendy seconded. Motion approved.
- Rosemary: In consideration of a request from a staff member I move we deny the request to contribute to the cost of employee health care premium coverage at this time. Nancy seconded. 7 approved, 1 opposed

Meeting adjourned at 6 PM

