

Minot Sleeper Library Trustees Meeting
August 16, 2017, 4 PM

Trustees present: Ann Fitzpatrick, Rosemary D'Arcy, Archie Auger, Lucille Keegan, Nancy Dowey, Ann Guilfoyle, Nancy Spear, Kathleen Haskell absent: Shirley York

Brittany Overton library director, Azra Karabegovic acting director/children's librarian

Nancy S. moved to accept the minutes from July 19 and August 1. Nancy D. seconded and the motion was approved.

Archie Auger presented the finance report. He explained that he had transferred the money to pay for the lawn and porch from the Carr fund into the checking account to pay the bills. He did it this way to allow for a good record. Brittany stated that the Litchfield art program account is a checking account therefore money does not need to be transferred into the regular checking account.

Acting director/director report:

Azra suggested the possibility of instituting a fee for scanning. She felt it takes the employee time away from the desk. She is working with the high school librarian and the TTCC for a program based on a book of significance for teens.

Maintenance:

A deposit has been paid to Bob MacArthur for repairs to the front doors. Brittany will tell Bob that the wire has been repaired. Archie has decided to put the idea of legal action against the door company aside after realizing a number of different people have worked on the doors.

Rosemary has met with Nik Coates about the exit from the meeting room that does not have adequate stairs. Rosemary asked if the Library would be eligible for the Town funds from the Maintenance fund. He said she would need to send quotes to him and he would bring them to the Select Board. He also suggested we might get funds to cover the cost of repairs to the front entrance doors. **Archie made a motion to get more quotes on these projects and explore using the town trust funds to complete them. Nancy Spear seconded and the motion was approved.**

Donor gift: Rosemary has been in contact with the donor but no decision has been made at this time.

Strategic planning: The subcommittee met. Rosemary would like to have ½ day meeting on a Tuesday or Thursday morning with the library staff. Prior to that meeting each trustee will write 3 to 5 sentences for a mission statement and a vision for the library. We decided to try for 9/28, 8:30 t 12. Nancy will contact us about food.

New business:

Rosemary checked to see if the trustees are bonded and discovered that all officials of the town are automatically bonded.

It was decided that the trustees would like to be included in Town RFP's for document storage, digital records and IT. This does not mean that we will use these services but will decide later.

There is also an RFP for copier and printer services.

Archie moved to have the library included in all of these RFP's. Nancy D. seconded and the motion was approved.

Lucille suggested a better sound system be purchased to be used in the meeting room when there are programs. Brittany will explore what might work best for us.

The old library is listed on the National Historic Register. Rosemary has researched this and is wondering how the addition may have affected the status and the possibility of having a plaque.

There was a discussion of ways to market the library. Brittany suggested partnering with local realtors. Ann G. is thinking of ways to raise funds. This was tabled for a future time.

Lucille and Archie spoke about the extra roof slates that we removed from the old roof when the addition was added. It was decided that some need to be saved for future use but we might try to sell some.

The October meeting will be changed to October 25.

Brittany had a bill from Mark Bucklin for \$16.99 for the fertilizer he put on the lawn. We have estimates for TruGreen services this fall at \$189. **Archie moved to pay a maximum of \$189 to TruGreen for fall application with the funds coming from town monies. Nancy D. seconded and the motion was approved.**

Brittany will make a rough budget draft for the September meeting. She had a copy of the town audit and the only recommendation for the library was to have statements signed after they are reconciled.

The town is working on a wage classification scale and revamping employee evaluation procedures. Archie stated that he feels the trustees should reserve the right to do what we want with staff wages and not be locked in to this pay scale. He recommended that we do not adopt the town wage scale at this time.

Brittany reported that Nik is recommending to get rid of 2 of the 12 categories in the evaluation process in order to have a ten point scale. If an employee scores 55 or above they would move up to the next step. She recommends that the library have their own evaluation tool. Rosemary asked Brittany to take a look at the current form and see what needs to be revised.

The library employees are listed on the town wage scale that Nik presented to Brittany. **Archie moved to advise Brittany to tell Nik not to leave the library employees on the pay scale. Nancy S. seconded. Nancy Dowey moved to amend the motion to tell Nik we will use this wage scale as a guide. Nancy S. seconded and the vote was 6 yes, 1 no, and 1 abstention. Archie moved to amend the amendment to change the word "will" to "may". Ann Guilfoyle seconded. The vote was 2 yes, 4 no and 2 abstention. The vote on the amended motion was 7 yes, 0 no and 1 abstention.**

Nancy D. made a motion to tell Judy Willson to go ahead and accept Peter Browns offer to put a bar up to hold in magazines in the foyer. Lucille seconded. Motion approved.

Lucille Keegan, secretary

