

MINOT SLEEPER LIBRARY TRUSTEES MEETING
DECEMBER 16, 2015
4:30

Trustees present: Rosemary D'Arcy, Archie Auger, Nancy Dower, Shirley Yorks, Ann Guilfoyle, Ann Fitzpatrick, Hilda Bruno, Lucille Keegan

Trustee absent: Nancy Spears

Also present: Brittany Overton, library director

The meeting was called to order by Rosemary D'Arcy, chair.

1)

- The minutes for Nov. 17 and Nov. 20 were approved.
- Archie distributed the financial report including recent expenditures.
- Directors report: Brittany had previously provided everyone with a written report. She had a few questions that were addressed. 1. She had a quote for more DVD shelving. **Nancy D. moved to buy the additional DVD shelving from Tucker Library supply for \$1,100. Ann Fitzpatrick seconded and the motion passed.** 2. **Rosemary moved to invite Larry Heath to perform as a guest musician during story time. Nancy D. seconded and the motion was approved.** 3. Brittany spoke of the potential purchase of the Koha library system. The Rotary Club will be donating \$3,100, leaving a difference of \$890. There will be an annual fee of \$2,500. **Archie made a motion to authorize Brittany to go ahead with the purchase of the Koha system and to sign any necessary paperwork. Nancy D. seconded and the motion was approved.** 4. **Shirley York moved to institute a mileage reimbursement policy using the State rate of 57.5 cents per mile for travel related to work at the library. Ann Fitzpatrick seconded and the motion was approved.** 5. Brittany suggested that business cards be purchased for her and Azra. This should cost less than \$100. 6. Overdue book donations will be deposited in the book fund.

2)

- Nancy D. presented the pet policy she has written. Brittany will review and make her recommendation at the next meeting.
- A new meeting day and time was discussed. It was decided to meet earlier in the day and change to the third Wed. so that Nancy Spears can attend.

3)

- The current cleaning service will clean the carpets for \$250. They also gave a quote for a deep cleaning of the building in the spring and fall for \$350.
- Bill Dowey will arrange for the installation of the HVAC sequences.
- No action has taken place on the replacement of the toilet. **Rosemary made a motion to authorize Brittany to arrange to have a replacement toilet installed for \$400 plus labor. Nancy D. seconded and the motion was approved.**
- The no smoking sign on the building has fallen down. Brittany contacted Mark Bucklin.
- Nancy D. met with Skip Riley to find out what he wanted to do to honor his late wife, Peg. He would like to replace the bookshelves in the foyer. The library has received \$450 in memorial funds. The Friends may have also received some. **Shirley moved that we approve installing new bookshelves in the foyer in memory of Peg Riley to be paid for with funds donated in her memory. Ann G. seconded and the motion was approved.** There were some bricks in her honor also.
- The contractor for the basement water issue has questions that need to be addressed. Archie will pursue.

- The profit from the land sale will be turned over to the Trustees by the Friends. A hearing will be held to accept the money at the Jan. 20, 2016 meeting.

4)

- Brittany will find out what more the library needs to do to be considered a Heart Healthy Community.
- We discussed the pros and cons of surveillance cameras and decided not to pursue them at this time.
- Shirley suggested we should install motion sensor lights at the back of the building. Archie will talk to Jeff Goodrum about this idea.

5) **Archie moved to encumber \$9400. \$6,000 for the basement repair, \$2,400 the HVAC Sequencer and \$1,000 for Koha. Nancy D. seconded and the motion was approved.** Rosemary will notify the Town office that we wish to encumber these funds.

6) Archie moved that we go into executive session RSA 91-A:3,11 Nancy D. seconded and a roll call was taken.

Meeting adjourned at 6:25.