

MINOT SLEEPER LIBRARY TRUSTEES MEETING  
DECEMBER 20, 2017

Trustees present: Ann Guilfoyle, Kathleen Haskell, Rosemary D'Arcy, Archie Auger,  
Nancy Spears, Ann Fitzpatrick  
Library Director: Brittany Overton  
Absent: Nancy Dowey, Lucille Keegan, Shirley Yorks

**Nancy S. moved to accept the minutes from November 15, 2017. Ann G. seconded. Motion was approved.**

Archie presented the financial report. **Trustees agreed that the \$100 grant application fee should come from the Town budget. Ann G. moved to accept it and Ann F. seconded. The motion was approved.**

Director's Report:

It was agreed to have Brittany go ahead and notify TruGreen that we would like them to perform lawn maintenance this spring and summer. The total quote is for \$330.75.

In the course of "spring cleaning" a bag of old coins was discovered. Brittany will assign a staff member the project of to determining if there is any of value. Littleton Coin was suggested as a place to start.

Britany will check with the fire department concerning the firebox. We will begin to use Bob McArthur's company (Advanced Lock & Alarm) to monitor our alarms, once the firebox has been activated.

Brittany would like to hold a day long - all staff meeting to review policies and procedures. It was determined that closing the library for the day would be the best manner in which to accommodate this. It was suggested that the staff meet off-site for a lunch that will be provided for with Trustee funds, but left up to Brittany's discretion as to whether lunch will be on or off site.

**Discussion regarding the library's personnel policy**

The town has finalized their policy. In their introduction, it makes reference that these policies apply to the library only when they are not superseded by our own manual.

The town policy states that all employees are employees at will. There was discussion as to whether that pertains to **any** of the library employees. Rosemary will check with NHMA to see if they have any guidance on that question.

The probationary period outlined by the town is one year. The trustees would like the library policy to be 90 days.

Dress Code – the library policy will leave questions of attire to the discretion of the Director.

Personal conversations with community members was seen as valuable when it does not interfere with service. It was suggested that we create a means of making people aware that when they see Azra on her phone she might be taking pictures or updating our website.

There was discussion of the language used in the town's policy concerning compensation and reviews. The library would like to use the criteria of job responsibility and performance, as well as appropriateness in the constraints of our budget, to assess future salary increases.

The town is asking employees to sign a document stating that they will receive compensatory time in lieu of overtime. The library will pay time and one-half for hourly employees working more than 40 hours in a week.

The library will not hold staff meeting outside of normal work hours.

Benefits such as sick and vacation time will follow the town's policy. Holidays will also follow unless changed by a vote of the Trustees.

It was noted there is a town policy of notifying a supervisor of any gifts received in excess of \$50.

The cash receipts policy in the library personnel manual will be removed and placed in a procedures manual.

The Director will make the decision whether to close the library for any reason. For weather related closures Brittany checks with surrounding town libraries to make her decision.

The mandatory drug testing policy has been removed from the town's manual.

The town is now offering employees the option of contributing to a Flex Savings Account.

Rosemary, Archie and Brittany attended the budget meeting. There were no objections to our request.

Nik Coates is looking into the town participating in e-rate. It is a program that has been available to schools and is now being offered to towns. It is a federal rebate program to aid in the cost of electricity and internet. Brittany has heard from the NHLA that there is only one library in the State participating. This is due to the fact that in order to participate, filters must be placed on the computers. Brittany will ask the town office if it is possible for the rest of the town to participate without including the library.

We will be performing Brittany's annual review in January. Rosemary will send out the evaluation form.

Budget hearing, to review library's budget, to take place in the library January 8<sup>th</sup>.

Next meeting January 17<sup>th</sup>, 2018.

Meeting adjourned at 6:10

Respectfully submitted  
Kathleen Haskell