

MINOT SLEEPER LIBRARY TRUSTEES MEETING  
DECEMBER 20, 2018

Trustees present: Rosemary D'Arcy, Karen Boyd, Martha Hulsman, Nancy Spears, Kathleen Haskell and Lucille Keegan. Absent: Shirley Yorks, Ann Fitzpatrick, Nancy Dowey  
Library Director: Brittany Overton

Rosemary called the meeting to order at 5:30 PM

**Karen moved to approve the minutes of the November 29, 2018 meeting. Nancy S. seconded and the minutes were approved.**

**Martha moved to accept the finance report and Nancy S. seconded. The finance report is accepted.**

Director's report:

Brittany had previously distributed her report and the trustees addressed the items she had questions on.

We discussed whether we would ask the Town to pay for building maintenance. Rosemary has talked to the Town Administrator, Nik Coates, about this and will be working on a memorandum of understanding. Currently the library has a bill for the cleaning and repair of the smoke detectors for \$608.20. **Martha moved to have the Town pay \$608.20 to Advanced Lock and Key for the cleaning and repair of the smoke detectors and Karen seconded it. The motion was approved unanimously.**

Brittany will sign the contract with TruGreen for \$332.50 for lawn service.

The Town electric rate with Eversource is going up substantially. We discussed increasing our budget line for electricity but decided to wait until we receive more information about the actual rate the Town negotiates.

Brittany presented her proposal for yearend purchases: Library cards, \$1000 (these will last for 2 ½ years), 2 laptop commuters \$1838, a standing desk \$180, and a barcode scanner. **Martha moved to allow Brittany to make these purchases with budget funds and Karen seconded. The motion was approved.**

Brittany described an option for getting rid of the unwanted donated books. Better World Books will provide free boxes and postage to libraries to ship out weeded or discarded donated books and the library will receive a small portion of anything that is sold. Volunteers will scan the books and Andy Fitts will have the first option to purchase those that he can sell. Proceeds will go into the general fund.

The library policies subcommittee will meet again before presenting their proposals to the trustees.

Rosemary has set up the 2019 meeting schedule. We will continue to meet on the third Thursday at 5:30 unless a newly elected trustee is unavailable at that time. The exception is the January meeting which will be Jan.10.

Rosemary passed out copies of the Director's annual review for each of the Trustees to fill in. She would like them back by Jan.10.

The Trustees are hosting a breakfast for the staff on Jan. 11 at 8:30.

Rosemary moved to authorize the purchase of an ad in the Town Bicentennial commemorative brochure for \$75. Nancy S. seconded and the motion was approved. Brittany will create the ad.

The trustees authorized the use of the library on Feb. 20, 2019 from 6-8 PM by the downtown trails committee. This is after the library closes but a few trustees and Brittany said that they would be there.

The meeting was adjourned at 7 PM

Next meeting : Jan. 10 at 5:30

Respectfully submitted  
Lucille Keegan, secretary