

Minot-Sleeper Library Board of Trustees  
December 9, 2013

Present: Wendy Costigan, Roger Nichols, George Corrette, Archie Auger, Shirley Yorks, Barbara Greenwood, Rosemary D'Arcy, Lucille Keegan, Deborah Thouin, Sharon Warga: Annie Fitzpatrick

1. Secretary's Report: Accepted

2. Treasurer's Report:

- Checking account: \$3851.50
- Investment account \$34,107.00
- Stock Portfolio \$70,522.16
- Capital Fund \$4,776.27
- Trustees book fund \$650.44
- Balance of landscaping fund \$599.74
- Unencumbered checkbook balance \$2601.20
- Collected in 2013 from copies and fines through 11/30/13 \$1908.79
- Donations to the book fund through 11/30/13 \$3110.20
- The grandfather clock has been repaired and the bill for \$1000 has been paid.

**Wendy motioned to take the \$1000 from clock fund and put it back in checking account. Barbara seconded and motion accepted.**

3. Librarian's Report:

Sharon passed out her written report. Highlights were Christmas Crafts for kids on 12/13, Friends Cookie Buffet, Third Monday Book Group, Christmas Wish List, and Knitting Club. On 11/26 a patron was removed from the library and asked by the police to not return. This patron had been making all of the staff feel uncomfortable and nervous and when it was verified that he did have previous arrests in the area, the Police recommended that we ask him not to return. The trustees discussed the current policy. Wendy will ask Chief Lewis to attend the January meeting to advise us on policy.

4. Correspondence: none

5. Old Business:

- Solar PSNH bill was \$70 for November. Michael Capone is looking in to the Town selling the REC's to eliminate paying a commission to the reader. Roger questioned where the \$ from REC's will be deposited. No answer yet.
- Library Table Restoration: Being worked on at Peter Brown's shop
- Basement Cleanup: done
- Land: Archie has been in contact with Michael Capone and will attend a Select Board meeting to present the idea of the Town taking ownership for the Trustees.
- Birds: A person from PSU will view them and give an assessment on Thursday. Barbara stated that the bird collection was given to the Town (not the library) in 1903 by Mrs. Payne.
- Health Insurance: Michael is working with Melanie to figure out the best way for the trustees to cover the difference in Sharon's insurance amount. **Roger moved that the Trustees pay the difference between**

**budgeted amount and actual amount for Sharon's insurance. The Trustees will reimburse the town that amount. Archie seconded. Motion passed.**

6. New Business

- Custodial Service budget line: Wendy reported that the Town would like to change this budget amount to \$2000. The plan is to have a town employee do the vacuuming. The trustees and librarian are concerned that this plan may be too vague. Wendy will go back to the Town for more details of this plan.
- Donation Policy: Roger presented a Donation Policy to make it easier for people to donate tax exempt money. **Wendy moved to accept the policy and Barbara seconded. Motion passed.** Only monetary donations apply to the policy as the Trustees will not put a value on other donations.
- Wendy handed out a balance sheet for the building project. There is a remaining balance of \$2,789.67. Roger suggested that this amount could be applied to the interest on the bond.

Next meeting is Monday, January 13, 2014 at 4PM.

Lucille Keegan, secretary