

MINOT SLEEPER LIBRARY TRUSTEES MEETING
FEBRUARY 15, 2017
4 PM

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

Rosemary called the meeting to order at 4 PM.

The minutes for November 29 were approved with a motion from Nancy S. and seconded by Shirley.
The minutes for January 18 were approved with a motion from Nancy S. and a second from Shirley.

Archie was absent and Brittany presented a financial statement for our review. Rosemary suggested we need to have a revenue sheet for the 2018 budget to show where our monies come from.

Brittany had a few questions in her monthly report that we discussed. The fire chief told her that Bob MacArthur and Rob Glassett will be connecting the firebox. The fence along the butterfly garden has suffered damage due to snow removal. She will take pictures and we will address this with the town when the snow goes. No one has shoveled the exit out of the children’s room. She is working with NLRA on a “Get Outdoors” initiative. Nik has told her that she will be responsible for filling out the paper work for background checks. This was previously handled by the town HR person. This is outside of her job description. Rosemary will speak to Nik about this. There is a patron that would like to pay for a daily national newspaper for the library. The problem is that a daily cannot be delivered. It was agreed that the patron could give the money to the library and someone would pick up a paper at Cumberlands daily.

We finalized the review of the Library Policies and Procedures. Under Security and Safety we have removed Section Three: Weapons Policy. Nancy Spears moved to accept the policies and procedures as amended. Shirley York seconded and the motion was approved.

The maintenance committee has worked with Brittany to create a schedule for the year which should make it easier to keep track of what needs to be done.

Three trustees have volunteered to serve on a committee with two Friends to work on landscaping ideas for the front lawn. Trustees on this committee will be Shirley, Ann G. and Lucille. We will get together with the Friends in April.

Mike McKinley will present a program on Feb. 16. He does not take pay for these programs so the Friends will present him with a gift card and the library will allow him to print material for this program at no cost to him.

The Plymouth Area Democrats have requested the use of the meeting space on March 5 from 5-6:30PM. Rosemary said she could be there to open and close.

We will schedule a joint meeting with the select board sometime after the election.

We greatly appreciate all that the Friends contribute to the library and would like to acknowledge them.

Brittany outlined her plan for maternity leave. Hours for some of the staff over the summer may need to be increase. Family Medical Leave Act allows for 12 weeks. She will use a combination of sources to cover this.

Rosemary moved to go into executive session per RSA 91-A:3, 11(a). Nancy Spear seconded. A roll call vote was taken in the affirmative.

Meeting was adjourned at 6PM. Next meeting: March 22 (change in week due to the election) 4 PM

Lucille Keegan
secretary