

Minot-Sleeper Library Board of Trustees

January 13, 2014

Trustees present: George Corrette, Barbara Greenwood, Wendy Costigan, Shirley Yorks, Ann Fitzgerald, Rosemary D'Arcy, Archie Auger, Lucille Keegan. Absent: Roger Nicholls. Librarians: Sharon Warga, Deborah Thouin

1. Secretary's Report: Accepted as written.

2. Treasurers Report:

- Checkbook balance \$4319.49
- Investment pool \$33,198.00
- Stock portfolio \$71,971.72
- Capital fund \$4776.74
- Book fund \$289.47
- Landscaping fund \$599.74
- Unencumbered checkbook balance \$3430.28
- Total income to the checkbook from copies and fines was \$2042.08
- Total donations to the book fund for 2013 was \$3398.17
- Donation from Tenney Mt. group for use of room \$25
- Donation from Charlotte Palmer Phillips Foundation \$500 (unspecified) **Archie made a motion to put this in the book fund. Wendy seconded and motion approved.**

3. Librarians report: Sharon distributed her written report.

4. Correspondence: Thank you cards were received for staff gifts.

5. Old business:

- Solar: Bill dated 12/12/2013 for \$289.19. Extreme cold and snow probably affecting production. Lucille will talk with Bill Dowey about this.
- Library Table Restoration: Sharon shared photo from Peter Brown showing the finish on the drawers.
- Land: Archie reported on his meeting with the select board where he presented the proposal for the Town to take ownership of the land for the Trustees. He said they seemed receptive to the idea but asked to see the memorandum of understanding and deed. Archie will take this information to the board and is hopeful that this will move us forward and we will not have to pay taxes in 2014. Wendy will talk with real estate agent about the feasibility of putting the land on the market in the spring. Ann suggested we put up a "For Sale by Owner" sign.
- Birds: PSU professor viewed the birds and is strongly interested in displaying them at the university.

- Health Insurance: Trustees will write a check to the Town to cover the 3% increase in Sharon's health insurance.
- Custodial Services: They will remain the same.

6. New Business:

- Review of Policies: Discussion of safety policy led to the conclusion that all policies should be reviewed. Rosemary will read and review policies and present her findings at a future meeting.
- Evaluation Process for the Director: Archie suggested that all trustees should have input in to the evaluation. Wendy will share the form used. Sharon sets goals for review. Rosemary suggested that Sharon write a brief paper highlighting what she has accomplished during the year. Discussion followed about where personnel files were kept and if they should be at the Town office as they currently are. Rosemary suggested that a designated Trustee have permission to look at library employee files that are held at the Town office.
- 2014 meeting schedule: Wendy will be sending out an updated one.
- Wendy made a motion to spend \$250 for employee Christmas gifts. Seconded by George. Motion approved.
- George, Rosemary and Roger are working on a yearend review that will be handed out at the Town Meeting in March to highlight the addition and other accomplishments of the library in 2013.
- Archie asked to have the end of project financial sheet clarified to correctly reflect where the \$75,000 came from. This appears to be confusing because the Capital Fund was held by the Friends for the Trustees.
- Filing for election is between Jan. 22 and 31. Openings this year are for 3-3 year terms and 2-2 year terms.

Meeting adjourned at 5:30. Next meeting will be Feb. 10 at 4 PM