

MINOT SLEEPER LIBRARY TRUSTEES MEETING
January 17, 2018

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

Rosemary called the meeting to order at 3:30.

Archie moved to accept the December 20, 2017 minutes as written. Ann F. seconded and the motion was approved.

Archie presented the treasurers report. Brittany reported that Bob Blanchette at the town office has agreed to provide the trustees with information regarding expenses that are now part of the town budget (computer, health care, telephone).

Directors report: Brittany provided an excellent report of activity for the past month. The trustees agreed to purchase several books and DVDs that were left on the Giving Tree for a total of \$205. She asked if the trustees in creating an offer letter template that is library-specific that can be used for new hires. Rosemary will work on this. A few trustees agreed to help inventory and label library property.

Rosemary moved to accept Brittany's recommendation to hire Evelyn Cutting to fill the open position of Library Page at the rate of pay \$8 per hour. Shirley seconded. The motion was approved.

Brittany will present the MSL budget to the Town budget committee on Monday, Jan. 22. Trustees are encouraged to attend.

Rosemary presented updates to the personnel policy. She will have a final version for the Feb. meeting.

The Library Director Evaluation form was reviewed. Brittany was asked to fill out her self evaluation and get it to trustees soon so they can have this information to help them fill out the form. We will have these done by the Feb. meeting when we will discuss a possible raise contingent on the passage of the budget at the Town meeting in March.

Rosemary recommended that we review the bylaws in the spring. She will put together information for newly elected trustees. Archie and Ann G. are not going to put their names on the ballot this year. Nancy D. will run for another term.

A group of Trustees, Friends and Brittany will clean the basement together. Brittany will set the date.

Brittany passed out updated job descriptions.

Meeting adjourned at 5:00.

Respectfully submitted
Lucille Keegan

