

MINOT SLEEPER LIBRARY TRUSTEES MEETING

WEDNESDAY, JANUARY 20, 2016

1 PM

Rosemary called the Public Hearing required under RSA 202-A:4c III [a] to receive public comment regarding the acceptance of a gift of funds from the proceeds of the sale of property held by the Friends of the Library in the approximate amount of \$33,415.71 in accordance with the New Hampshire law governing public libraries. Comments were taken from the small group that attended. Archie suggested we would receive written comments up to one week from anyone not able to attend. Rosemary closed the public hearing at 1:10

At 1:12 Rosemary called the Trustees meeting to order.

Trustees present: Rosemary D'Arcy, Nancy Dowey, Archie Auger, Nancy Spears, Hilda Bruno, Ann Fitzpatrick, Ann Guilfoyle, Shirley York, Lucille Keegan

Also present: Brittany Overton, library director

Archie moved to accept the December 15, 2015 minutes as written, seconded by Shirley and approved.

Finance report: Archie passed out his monthly reports.

Director's report:

- Brittany shared a graph that shows the huge increase in use of electronic and audio use by our library patrons.
- Should the library offer faxing service? Only place in town is Shop-n-Save. She gets a number of requests from patrons each month. Rosemary recommended that Brittany gather more information such as how much to charge, how it would fit with the current work load of the staff, and how many requests are received. Nancy S. suggested that perhaps the service could be available 2 days per week.
- Now that the basement work is complete there is an extra dehumidifier. Archie suggested that we offer it to another town department. If no one wants it we could next offer it to the schools.
- Brittany will talk to the Tonners at Twin Design to see if we can have a new library flag made that is the appropriate size.
- Archie will explore the Town Trustee of the Library Trust funds of which Brittany was given 2 small checks recently. He will speak with Betty Seeler.
- **Nancy Dowey moved to spend \$43 for NHPR spot as requested by Brittany. Hilda seconded and the motion was approved.**
- **Rosemary moved to accept the proposed language for mileage reimbursement. (The Library reimburses its full and part-time employees for mileage related to their work for the Library at the rate set by the Federal and State government) Ann F seconded and the motion was approved.**

- Brittany has spoken with George Clayman at the BFD about CPR certification for the staff. This would be necessary to have the Library recognized as a Heart Safe Community. We discussed opening this training up to the public. She will gather more information. **Archie moved that we pay for the staff to be CPR certified at a cost of \$5 per individual. Ann F. seconded and the motion was approved.**
- Brittany has had a request by a local business owner to do a program about pairing wine with food. **Nancy D. made a motion to grant Heidi the owner of the Newfound Winery to do a program about pairing wines with food as long as there is no contradiction with Library policy. No wine would be sold or consumed. Seconded by Nancy S and the motion was approved.**
- **Nancy D moved to accept the donation of a ukulele by Brittany to be used as a borrowing program. Archie seconded and the motion was approved.**
- Brittany will begin talking with local businesses about donations for prizes during the summer reading program. She is working with Azra on the children's part of this.
- **Shirley moved to accept the Pet Policy as written by Brittany. Nancy S seconded and the motion was approved.** This will go into the Library Policy Manual.
- **Nancy S. moved to allow Brittany to take January 28 as a personal day. Shirley seconded and the motion was approved.**

Shirley moved to accept the gift of approximately \$33,415.71 from the Friend of the Minot Sleeper Library as discussed in the public hearing. Nancy D seconded and the motion carried.

Archie recommended that we open a new account for this money at the Franklin Savings Bank. It was decided that the account would be named the Carr account. **Nancy S. moved to authorize Archie to open a new account for this money at FSB and name it the Carr account. Nancy d. seconded and the motion was approved.**

Old and Unfinished business:

- The rugs have been cleaned by Alternative Solutions.
- The HVAC sequencers have been installed. This was only on the cooling system. Bill Dowey had thought it would also be on the heating. He has suggested that we leave as is for the time being and see how it works when the cooling goes on.
- The toilet was replaced by Matt Greenwood.
- The work has been done to eliminate the water issue when there is heavy rain.

New Business:

- There is a crack in the door going outside from the basement. Brittany has someone in mind to fix it.
- We discussed the need for a maintenance schedule for replacing filters, recording the meter and other tasks that need to be attended to in a timely manner. Brittany will work on this list.

- **Archie moved to accept \$4,000 from the Bristol Rotary Club to cover the cost of the new Library system, Koha. Ann G. seconded and the motion was approved.** We are grateful for this generous gift.
- We briefly discussed the need for surveillance cameras or motion lights. Brittany will explore what the concerns are for safety and security.
- February's meeting date has been changed to accommodate some trustees. It will be February 10 at 1 PM.
- Brittany will be up for a 6 month review soon. Rosemary will distribute a form specific to librarians that we will all fill out.
- Nancy S. moved to adjourn the meeting, seconded by Hilda Bruno and accepted by all at 3:30 PM

Lucille Keegan,

Secretary