

MINOT SLEEPER LIBRARY TRUSTEES MEETING
July 19, 2017

Trustees present: Archie Auger, Rosemary D'Arcy, Nancy Dowey, Ann Guilfoyle, Shirley York, Kathleen Haskell, Nancy Spears, Lucille Keegan

Absent: Ann Fitzpatrick

Acting Director: Azra Karabegovic

The meeting began by having Bob MacArthur explain what he would do to fix the main entrance doors. His quote was for \$3,831.

The minutes for June 19, 2017 and July 5, 2017 were reviewed and approved. Moved by ND and Seconded by NS.

Archie presented the finance report. AG moved to accept and ND seconded. Motion approved.

Acting Directors report : Azra expressed concern about the meeting room tables and chairs being borrowed by other town departments. There may be conflicts for programming. **Archie moved to establish a temporary requirement for borrowing library furniture that would require prior notice and signing out with return date at the discretion of the library staff. Shirley seconded and the vote was 7 yes and 1 no.**

Azra has collected a number of volunteer policies that other libraries use. She will email these to Rosemary. The trustees will be formulating our own volunteer policy soon.

We discussed having a panic button installed. We will check with Bob MacArthur for an estimate.

Maintenance: Rosemary was contacted by Nik Coates to see if the trustees want to be included in an RFP for IT services. **RD made a motion to allow the library to be included in the Towns RFP for IT services. ND seconded and the motion was unanimously approved.**

Rhymes will be the fuel service this year.

Front door: **ND moved to accept the bid from Advanced Lock and Alarm for repairs to the main entrance doors with up to \$4000 being available from the Carr Fund. SY seconded and the motion was approved unanimously.**

Archie suggested that we might pursue legal action with the door company. He will talk to Dorcas Gordon about this matter.

Meeting room side entrance: When the building was remodeled a door was installed but insufficient steps were installed outside. Shirley talked with Garth Woolsey of Gated Property Development and he did a proposal for \$2,180. We decided not to proceed with any work outside that door at this time. Shirley also mentioned that Garth said that the stairs leading outside the children's room are getting in rough shape.

Donor gift update from Rosemary: She spoke to the donor and his most recent idea is a bench and a scholarship. More research needs to be done about a possible scholarship fund.

Rosemary sent Nik and Mark thank you letters for the work done on the fence in the back of the library.

The volunteer sign in sheet is being used.

Rosemary had a question about bonding of officers and directors. Archie thinks we are covered by the Town. RD will check with Nik Coates.

Lucille questioned who is responsible for cleaning the front steps.

Archie moved to go into executive session RSA 91-A-3

Lucille Keegan, secretary