

Minot Sleeper Library Trustees Meeting  
July 26, 2018  
5:30 PM

Trustees present: Rosemary D'Arcy, Ann Fitzpatrick, Shirley Yorks, Kathleen Haskell, Karen Boyd, Nancy Dowey, Nancy Spears, Martha Hulsman, Lucille Keegan  
Library Director: Brittany Overton

Rosemary called the meeting to order at 5:30

Josh Furbish was at the meeting to go over his proposal for repairing the emergency exit stairs from the children's room and building a more adequate step and stairs to the driveway from the emergency exit of the meeting room next to the chair rack. He was also asked to look at the roof where ice dams up and sometimes causes a leak in the new section of the library. He will redo his proposal and get back to Brittany with the information.

Rosemary officially welcomed Karen Boyd as our newest trustee.

Brittany asked to amend the minutes of the special meeting to read Control Tech not Controlled Tech. **Martha moved to accept the minutes for June 28 and July 12 as amended. Nancy D. seconded and the motion was approved. 9-0-0**

Brittany presented the finance report. She reported that due to unanticipated legal costs the Town may ask all departments to find further cuts in their budgets before the end of the year. **Martha moved to accept the finance report. Ann seconded it and the motion was approved. 9-0-0**

Brittany addressed the questions she had included in her monthly report. She will pay \$625 for the cooling maintenance work from the building maintenance fund. Rosemary reported that she drafted a letter and mailed it registered mail to the patron that caused the bedbug issue with the intent to recoup the cost of replacement of materials. She has had no response. Brittany has replaced many of the materials using donated funds at a cost of \$484. She would like to put the remainder of the titles on the giving tree at Christmas. The trustees agreed that this was a good plan.

The trustees agreed that Azra could use some of the bricks stored in the basement for an adult craft.

Brittany is planning a staff retreat for September 25. More details will come later. The library will be closed that day.

Brittany requested that the library be close on Dec. 24 and Dec. 31. **Martha moved to close the library on Dec. 24 and Dec. 31 with the staff receiving their regular prorated holiday pay. Karen seconded and the motion was approved. 9-0-0**

Brittany noted that some job descriptions had not been approved by the trustees. After reviewing the changes the following motions were made and approved.

**Nancy s moved to approve the page job description as revised. Nancy D. seconded and the motion was approved. 9-0-0**

**Karen moved to approve the job description for the circulation and ILL position. Ann seconded and the motion was approved. 9-0-0**

**Nancy D. moved to approve the Youth Services/Assistant Librarian job description. Karen seconded and the motion was approved. 9-0-0**

**Shirley moved to accept the Directors job description. Ann seconded and the motion was approved. 9-0-0**

Brittany reported that the Town's Joint Loss Committee has requested a non-supervisory member be appointed. She expects Azra will fill that position.

There is a meeting of department heads and selectboard members on August 13. Kathleen will go as a representative of the trustees.

The Town now has a credit card for purchases. The trustees do not wish to participate in this program at this time.

Doreen Powden has been nominated for honoring on our recognition plaque. Lucille will touch base with her family.

Brittany, Rosemary, Shirley and Azra visited the Holderness Library storywalk to get ideas for a potential story walk in the Butterfly Garden.

Brittany and the staff with the help of Todd Westfall have created a computer document that will help track ILL books.

A strategic planning subcommittee met for gathering data. Rosemary suggested we have full board meeting to work on a vision statement. We were unable to set a date so Brittany will contact everyone with possible date.

**Nancy S. moved to adjourn and Martha seconded it. The motion was approved. 9-0-0**

Next regular trustee meeting: August 23, 5:30-7:30

Lucille Keegan  
Secretary

