

Minot-Sleeper Library
Board of Trustees Meeting
June 21, 2017

Meeting Minutes

Present: Rosemary D'Arcy, Nancy Dowey, Nancy Spears, Kathleen Haskell, Archie Auger, Shirley Yorks, Ann Guilfoyle.

Azra Karabegovic, Acting Director

Absent: Ann Fitzpatrick, Lucille Keegan

The meeting was called to order at 4:00pm

Minutes from the May 17 and 24 meetings approved. Nancy S. moved, Nancy D. seconded,

Finance – Monthly update of Town budget was not available. Report with raw numbers was not useful. Archie provided a snapshot of all Library accounts. We briefly discussed REC's and the fact that the amount was significantly lower.

Nancy D. moved, Rosemary seconded. Report was approved.

Director/Acting Director report – front doors continue to be a problem, a discussion about contacting Jeff Downing, CCI and or architect Brackley Shaw for assistance.

Ann Guilfoyle agreed to contact Mr. Shaw.

The Fire Department is doing a pre-planning inspection of the Library.

Ray and Adam have assisted with various computer issues, but we may need a more reliable professional service to update the computers, possible Lynx?

Printer issues – Azra called Canon to service.

Hill and Lighthouse programs very successful

Rosemary noted how beautiful the garden looks as well as the front landscaping.

The Trustees present went out to talk to the landscaping people about where to position the sign letting people know that there is parking in the rear of the building.

They agreed on the position near the Butterfly Garden sign. They also agreed to remove the two large stakes near the sign.

We discussed the incident with an inebriated patron and the need to call the police.

Azra told the patron he wasn't welcome in the Library and the police also told him not to return. The trustees agreed to send a letter to him revoking his library privileges and banning him from the library. Library policy provides a recourse should he seek it. It was agreed that we would obtain his mailing address and send the letter certified mail. Rosemary will follow up.

Lucille has requested we increase the approved amount for the landscaping to cover some things that were added, but not included in the original quote. Archie suggested we wait until we receive the bill and approve the entire amount at the next meeting.

Rosemary agreed to send a note of thanks to the Bristol Select Board and Mark Bucklin for their work to repair the fence and walkway in the butterfly garden that was damaged by the snow plow last winter..

Cindy's 15th anniversary is June 22. Rosemary has arranged for flowers to be delivered to the Library and several Trustees contributed to the cost. All in attendance signed a card for her.

Rosemary spoke with the donor who wishes to honor an individual with a possible statue. He will get back to her with his decision. Depending on size, etc. there is space in front of the three big windows.

Rosemary requested that Bill Dowey come back and give us an update on the solar panels in September. She will contact him.

There was a brief discussion about the strategic planning meeting that took place prior to the Board meeting. The hope is to have a preliminary plan by the end of the year. The committee will be working on gathering information about the community in some form.

There was a Town department head meeting that Azra attended where personnel policies were discussed with the Town attorney. He suggested that the Library should have it's own separate personnel policies. Archie and Nancy Dowey have agreed to review the current policies before the end of summer.

The Trustees will ask all volunteers to sign a waiver and to sign in and out of the Library when they are there. Some research should be done to see whether any other Library's have specific policies related to volunteers. These should be incorporated into the personnel policies. Volunteers should NOT be doing work of paid employees and should not be behind the desk. This is an issue of confidentiality.

Rosemary attended the June Friends of the Library meeting and informed them of the volunteer policy changes. She also gave them a check for \$2790 left over from their fund raising efforts for the new addition several years ago.

Groups who use the Library should be providing a certificate of insurance. Azra will contact the Gilford Library to find out what they do.

The Trustees approved a motion by Archie seconded by Shirley to be part of the Town of Bristol's RFP for oil and propane.

The NHLTA is holding a meeting at the Wilmot Library on July 13th from 1:30-2:30. Rosemary is going and is happy to take anyone else who wants to attend.

Archie moved, Nancy D. seconded that the Trustees go into executive session pursuant to RSA 91-A:3. All approved and Azra was asked to leave.

Rosemary moved, Nancy D. seconded, to seal the minutes of the meeting.

Ann G. moved, Archie seconded to close the executive session.

The meeting was adjourned at 6:05pm.

Respectfully submitted by,

Nancy Spears/Rosemary D'Arcy (substituting for Lucille Keegan)