

MINOT SLEEPER LIBRARY TRUSTEES

June 28, 2018

5:30 PM

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

Nancy D. called the meeting to order.

Brittany asked to change the minutes on page 2 by changing the word scale to range. **Nancy S. moved to accept the minutes as amended. Martha seconded and the motion was approved. 5-0-1**

Brittany presented the finance report.

Director's report:

Brittany had previously provided an excellent report with a few questions for the trustees to answer.

**Martha moved that the trustees purchase a quarter page ad in the high school year book at a cost of \$90. Nancy D. seconded and the motion was approved.**

**Nancy S. moved that the trustees pay the \$10 fee for NH only background checks for those volunteers whose application has been accepted by the library director. Nancy D. seconded and the motion was approved. 7-0-0**

Brittany suggested that the library spend \$500 to replace damaged books and materials due to the recent bedbug incident using the \$250 anonymous donation and some of the \$360 raised by the sale of surplus materials.

Rosemary will write a letter to the patron responsible for the damaged materials asking for reimbursement. She will send the letter by registered mail. She will also let Christina and Nik know that she has sent a letter.

Summer town meeting will be on August 11 at 9 AM in the Historic Town Hall.

Looking ahead, Brittany said that the date for the library to present its proposed 2019 budget to the budget committee and select board has been set for Dec. 1.

**Rosemary moved that the trustees allow the Town to represent us in its RFP for fuel bids. Nancy S seconded and the motion was approved. 7-0-0**

Rosemary, Kathleen and Lucille will be listed on the emergency call list for the security system.

**Martha moved to accept the personnel policies as revised June 2018. Nancy D. seconded and the motion was approved. 7-0-0**

Rosemary stated that we should now review the library policies.

Brittany presented a wage range recommendation sheet to establish ranges of pay for the various positions in the library. **Nancy D. moved to approve the recommended wage range and that it would be reviewed every two years. Martha seconded and the motion was approved. 7-0-0**

Deb Glidden has completed the painting of the front doors and has donated her labor and the putty.

**Martha moved to recommend Karen Boyd to the select board for their approval to fill the vacancy on the board of trustees due to the resignation of Wayne Evans. Nancy S. seconded and the motion was approved. 6-0-1**

Brittany presented a plan to move us forward with strategic planning. We discussed setting aside a few minutes at each trustee meeting to address items from the preplanning list. We had previously composed a mission statement and it was reviewed and revised to read as follows. **The Minot Sleeper Library provides resources which fulfill educational, informational and cultural needs of the Newfound Area community in an atmosphere that is welcoming and respectful.**

**Martha moved to accept the mission statement as written. Nancy S. seconded and the motion was approved. 7-0-0**

**New Business:**

Kathleen H. volunteered to research what it would take for the library to offer passport services.

Brittany will look into a program called Vote Smart for a possible program.

The Bristol Bicentennial Committee is meeting regularly and has invited a representative from the library to join. A brochure will be printed for 2019 and the library can include any events it has planned.

**Nancy S. moved to adjourn and Martha seconded. Motion was approved and meeting was adjourned at 7:45 PM**

Lucille Keegan  
secretary