

MINOT SLEEPER LIBRARY
TRUSTEES MEETING
MARCH 21, 2018 4 PM

Trustees present: Martha Hulsman, Kathleen Haskell, Shirley Yorks, Ann Fitzpatrick, Nancy Dowey, Lucille Keegan, Nancy Spears

Trustees absent: Rosemary D'Arcy, Wayne Evans

Library Director: Brittany Overton

Nancy Dowey, Vice Chair opened the meeting.

Nancy S. moved to accept the Feb. minutes as read and Shirley seconded. The motion was approved.

Nancy D. welcomed our new member Martha Hulsman.

The election of officers was held with the following slate being approved, Rosemary D'Arcy, Chair; Nancy Dowey, Vice Chair; Lucille Keegan, Secretary; Kathleen Haskell, Treasurer

Brittany gave the financial report. She stated that she wants to hold off on merit raises until we see what the Town does to reduce the overall budget as was voted at Town meeting. Line 341, telephone, has been moved to the Town general fund.

Director's report:

Brittany has filed a claim with Primex for the water damage done due to the ice dam. She will get 3 estimates to make a more permanent fix on the roof to prevent this from happening again. We may need to repaint a small portion of the ceiling.

We reviewed the job offer letter and it was recommended that there should be a place for the director's signature.

Brittany has put together a volunteer packet. It was very thorough. Shirley asked if there should be some sort of time limit on the form. Brittany said she had asked Primex and they recommended that she review each volunteer after one year. Background checks are not necessary. Nancy Spears suggested we have volunteer badges for them to wear while they are working in the library. Brittany said she has had a number of people offer to volunteer.

We agreed that it would be okay for someone to sign a form as a witness to a signature.

We agreed that the library could host a yoga event by Kasia Beznoka for children.

Shirley moved to approve a mileage reimbursement of \$150 for 2 days for Brittany to attend a Labor Law Training Seminar on April 10 and 11. Martha seconded and the motion was approved. This is a free training.

Cheers for Azra and the outstanding work she is doing with programming!

Three subcommittees have been formed: HR will be Rosemary, Martha, and Nancy D.; Finance will be Kathleen, and Lucille; Maintenance: Shirley, Nancy S. and Ann.

We discussed having a meet and greet for the new police chief, Jim McIntire in a few months.

The firebox remains an issue. Rob Glasset has not been able to make it functional. We discussed abandoning the idea of using it and decided to give him a few more weeks. We will probably be switching to Advanced Lock and Key even if it doesn't work but will remain with our current system.

Shirley moved that each trustee may make a \$5 monthly contribution to a Sunshine Fund which Kathleen will be in charge of. We will use this money for gifts and flowers as needed. Ann seconded and the motion was approved.

Nancy S. reported that she, Lucille and Tom Keegan have been installing carpet squares on the basement floor and the job is close to being done. **Martha moved to reimburse Nancy \$570.38 from the Carr Fund for materials. Shirley seconded and the motion was approved.**

The clock repairman has not yet picked up the clock.

Kathleen will become a new signer in place of Archie on trustee accounts.

Strategic planning will resume in April.

The NHTLA meeting is in May. The cost is \$65 which will be covered by the individuals attending.

We will discuss what day and time will work best for all at the next meeting on April 18, 2018 at 4 PM

The meeting adjourned at 5:45.

Lucille Keegan
secretary