

Minot Sleeper Library  
Board of Trustees Meeting  
March 28, 2019

Trustees attending: Rosemary D'Arcy, Karen Boyd, Nancy Dowey, Nancy Spears, Martha Hulsman, Shirley Yorks, Kathleen Haskell, Tom Kaempfer and Lucille Keegan  
Library director: Brittany Overton

Rosemary called the meeting to order at 5:30. The trustees welcomed new member Tom Kaempfer.

The first order of business was to elect officers. **Shirley moved to approve the slate of officers as presented and Martha seconded. The motion was approved. The officers will be Nancy Dowey, Chair; Karen Boyd, Assistant Chair; Kathleen Haskell, Treasurer; Lucille Keegan, Secretary**

**Nancy S. moved to accept minutes of Feb. 28 as corrected. Seconded by Karen and the motion was approved.**

**Rosemary moved to accept the minutes for the executive session on Feb. Nancy S. seconded and the motion was approved.**

Brittany presented the finance report. **Nancy S. moved to accept the finance report and Nancy D. seconded. The motion was approved.**

Director's report

- Brittany has been in contact with Josh Furbish about the repairs to the exit from the children's room. She reported that she has talked to Nik, the Town Administrator, in regards to payment of this project and he wants this to be paid out of the Town Building Maintenance Reserve Fund. **Martha moved to authorize Bristtany to submit invoices from this repair project to the Town for payment. Nancy D. seconded and the motion was approved.**
- We discussed the fire egress from the meeting room and decided to have Brittany ask Josh Furbish for an updated quote when he is doing the other work. The fire chief would like to have this exit made more usable.
- Brackley Shaw and a CCI representative have consulted about the leaky roof. They will inspect in the spring and hopefully make a permanent fix.
- The \$100 ad for the Bicentennial brochure will be paid with trustee funds.
- **Martha moved to accept the mission statement as amended and Shirley seconded. The motion was approved.** *"The Minot-Sleeper Library provides resources that fulfill educational, informational, and cultural needs of the Newfound Areas community, in a welcoming, respectful atmosphere."*
- Brittany is moving forward with the American Creed program. She will be attending the selectboard meeting on April 10 to give them information and she has been in touch with some teachers at the high school.
- Five more hours per week will be added to Paula McKinley's position.
- The town administrator is recommending that the town budget schedule be moved up a month which will mean a change in the trustees budgeting schedule.
- Brittany is applying for a grant to have the antique clock's face restored.
- There is an AARP grant that she will apply for that might pay for the automatic door opener.

- Brittany will attend a conference in Burlington Vermont in September (Association of Rural and Small Libraries) and will be a presenter there.

Rosemary acknowledged the Friends for their support of the Summer Reading Program. This support is greatly appreciated.

**Old Business:**

Strategic Planning: The trustees agree with the goals but will work on the wording a little more. We still need to finalize a vision statement.

**Karen moved to accept the Policies and Procedures as revised by the committee. Nancy S. seconded and the motion was approved. 8 yes 1 abstention**

**New Business:**

Brittany spoke about the museum pass issue. Even though we offer passes to various museums the pass only covers a portion of the entry fee. This can keep some families from using the passes.

Brittany has proposed having a joint meeting with other library trustees and librarians in our Newfound Area.

The HR committee will meet to develop a professional development policy to clarify what activities, beyond staff members regular duties would qualify. We discussed the idea that attendance at an event outside of the library must be primarily related to the activities of the attendees job.

Brittany and the trustees thanked Rosemary for her service as chair.

**Committees:**

Maintenance: Lucille, Nancy S., Shirley

Strategic Planning: Martha, Nancy D., Rosemary

Finance: Kathleen, Tom , Karen

Human Resources: Kathleen, Nancy D., Martha

Martha moved to adjourn, Nancy S seconded and the motion was approved.

Meeting adjourned at 7:35

Respectfully submitted,  
Lucille Keegan  
Secretary

