

MINOT SLEEPER LIBRARY BOARD OF TRUSTEES

May 12, 2014

Trustees present: Shirley Yorks, Rosemary D'Arcy, Archie Auger, Nancy Dowey, Roger Nicholls, Wendy Costigan, Lucille Keegan Absent: Ann Fitzpatrick, George Corrette.

Assistant Librarian: Deborah Thouin

1. Secretary's Report: Correction, library book fund should read \$1001.93 not \$101.93. Minutes approved.

2. Treasurer's Report: George was unable to attend. Roger is writing checks and doing deposits when necessary.

3. Librarian's Report: Deborah reported on upcoming programs and summer reading. The fire alarm has been going off when the power is off for more than three hours which has happened a couple of times recently. She contacted the security company and it is the battery and is designed to perform that way. When the power comes back on it will go off.

4. Correspondence: A letter explaining new legislation about trustee's investments was received and will be reviewed further by Archie.

5. Old Business:

- Solar project: Based on recommendation of Bill Dowey Roger moved to hire Knollwood Energy for three years to sell the REC's at \$45 per Rec. Shirley seconded and the motion was approved. It was decided to open an account at the TD Bank to deposit the REC money in order to keep it separate from other revenue and make reporting clearer. Bill Dowey will do a presentation at the library on May 15 about the Solar Project.
- Library Table: photos were shown of the table being worked on.
- Land: Archie distributed an email from the DOJ regarding how we pay the taxes on the land. (a copy of this email is in the secretary's file) The trustees cannot use trustee funds to pay taxes. There was discussion to how the Capital Fund is set up. Archie will go to the FSB to inquire and have his name added to the account in place of George. No decision was made as to how the June taxes will be paid.
- Birds: Wendy is emailing PSU to inquire when they will be able to pick them up.
- Policies: Rosemary is working on policies for donations, safety and security. Sharon had started with the personnel policy and Rosemary will work on creating a policy that fits the library employees positions.
- Doors: no work has been done

6. New Business:

- Library subs: \$10 per hour, background check required. Currently only have pages to sub. Archie moved that Wendy identify a person willing to work as a sub and that the Trustees pay for a background check for that person. Nancy seconded, motion approved.
- Library Director Position: Roger prepared a worksheet as a guide for interviews. Everyone can email any suggestions for changes they think would improve the worksheet to Wendy. Also Trustees should select their top picks from the applications and we will meet next Wednesday, May 21 at 2:30 to discuss and decide which candidates we would like to interview and set a tentative schedule for interviews.

Lucille Keegan, secretary