

Minot Sleeper Library Trustees Meeting
May 16, 2018 5 PM

Trustees present: Ann Fitzpatrick, Rosemary D'Arcy, Nancy Dowey, Nancy Spears, Kathleen Haskell, Shirley York, Martha Hulsman, Wayne Evans

Brittany Overton, library director

Absent: Lucille Keegan

Martha moved to accept the minutes from. Nancy D. seconded and the motion was approved.

Brittany & Kathleen presented the finance reports. The Trustees reviewed both reports – the accounting for Town funds as well as the Trustee funds. The various balances of CD's have been broken down, but there is still research to be done to determine the original amounts bequeathed. The expense report for Trustee expenses since last meeting was reviewed and signed by two trustees.

A motion to accept the financial reports was made by Martha and seconded by Shirley. The motion was approved.

Brittany reported that the grandfather clock is back and the total bill was \$250. The clock repairman suggested that the clock face be restored as it is chipping and fading. Brittany suggested looking into funding from the State of NH through their license plate fees.

There was discussion as to whether the Trustees would like to pursue updating/replacing the exit from the meeting room and/or the emergency exit from the children's room. It was suggested that Josh Furbish be invited to the next meeting to discuss his quotes.

It was noted that the highway department had repaired damage caused over the winter due to plowing.

Update on firebox: Advanced Lock & Alarm has ordered a necessary piece to complete the installation. Brittany received an email, apologetic in tone, that explained in great detail the long journey the installation of this firebox has taken. He did want to point out that the wiring has been operational for some time and that what we may have heard concerning fire alarms in town going off is not accurate. There have been false alarms at businesses on this system, but the fault does not lie on the town's end.

The library received a check in memory of Andy Adams. It was suggested in his obituary that donations be made to the Friends of Minot-Sleeper Library. Since this check was made out to MSL **a motion was made by Nancy D to forward these funds (\$100) to the Friends. Motion seconded by Rosemary. The motion was approved.**

NHLTA list-serve was noted as a valuable resource. Rosemary will look to see if she can forward info for other trustees to join.

An insurance agent has asked to use the meeting room to explain what types of policies are available. This would be informational only. It was agreed that this would be an appropriate use of the space.

The Friends will sponsor Wildlife Encounters this July for the summer reading program.

The HR Committee (Brittany, Rosemary, Nancy D and Martha) have created a revised comprehensive version of the personnel manual. Rosemary would like to have it approved at the next meeting.

Discussion regarding wage scales vs wage ranges. Consensus was that a wage scale would be preferred by the Trustees as it affords greater flexibility. It would be based on comparable & competitive wages.

The Town will take care of fertilizing and mowing this summer. Shirley will coordinate the bamboo cutting.

Brittany suggested that the Trustees consider creating a Capital improvement Plan. This plan would possibly approx 20-30 years' worth of repairs and updates to the building – specifying projects time lines and monetary expenditures.

We should look to a 2019 town meeting warrant to establish the fund. It would be tax funded and managed by the Trustees. This would be known as a “non-capital” reserve.

A motion was made by Martha to hire Clear Insights to wash the window exteriors for \$425. Seconded by Nancy D, the motion passed.

It was mentioned that Lucille would like to see more visible “No Smoking” signs by the library and Butterfly Garden.

Rosemary asked the Trustees to give some thought to whom we might want to honor on our plaque this year. There were many possibilities expressed. We will revisit at a later date.

Martha & Wayne were profiled in our last newsletter. Rosemary volunteered to be interviewed for the next issue.

The issuance of honorariums was discussed for volunteer program presenters. **A motion was made by Nancy S to offer at the librarian's discretion honorariums up to \$50. Motion seconded by Shirley – motioned passed.**

Rosemary read into the record the letter published in the Newfound Landing. It is an accurate summary of the events surrounding the discovery of bed bugs in returned library materials.

Last Wednesday, May 9, library materials in poor condition were returned to the Minot-Sleeper Library. These items were in plastic bags. After examination, the staff decided to return many of these items to the bags until Brittany Overton, the Library Director, returned to the Library on Friday. On Friday, May 11, Brittany and the staff determined that the materials showed evidence of bugs (later identified as bed bugs) and their fecal material. She contacted Nancy Dowey, Vice Chair of the Library Board of Trustees and alerted her to the issue. It was discovered that a number of other books and DVD s had been borrowed and likely subjected to the source of the bugs during the previous months and that these items needed to be examined.

Brittany and Nancy decided to close the Library and contacted two extermination companies. One of the companies sent a representative on Saturday morning, May 12 and spent an hour with Brittany and

Nancy examining the materials, and answering their questions. The representative identified them as bed bugs and determined that there was no risk to the public at that time.

Ultimately, the staff identified and bagged all the books and DVD s that had been borrowed and returned from the contaminated source and removed them from the Library. Some materials were borrowed by other patrons after they had been contaminated. Brittany has been contacting these patrons to alert them to the situation. We have been told there is very little threat that the items borrowed by other patrons will cause dramatic spread of the bugs, but we felt it was important for these patrons to be aware. Those who still had books or DVD s in their possession were asked to bag them and dispose of them.

The Trustees and staff take the safety of our patrons very seriously and will continue to monitor the Library and library materials. We are working with the Town Health Officer who has been in touch with the State Public Health Department and they have also assured us that the risk to public safety is negligible. We are working with the Health Officer to develop a protocol to deal with incidents like this in the future. In the meantime, we are happy to answer any questions the public may have.

We have not yet determined how the materials will be replaced, but our intention is to rebuild the collection as soon as possible.

The Trustees are extremely grateful to Brittany for her time and energy expended reaching out to 33 patrons who either currently had items in their possession that were previously checked out by this patron, or who had checked them out and since returned them.

Our gratitude as well to Christina Goodwin for all her efforts as Health Officer and in reaching out to the State of NH and to the town's attorney. Her help and professionalism were invaluable.

The town's attorney advised us that our policy on damage to materials was not sufficient to demand restitution. In this case it would be seen that the damage was not willful. It was suggested a negotiated settlement would be our best recourse.

Also, our policy does not bar someone from borrowing even if there are outstanding books or balances – we also have no limit on number of items checked out.

The situation with this patron is being handled by the town as a public health issue. Until such time as it is evident to the health officer that the problem has been taken care of at the source, we are able to keep the patron from borrowing more items on that basis.

Remaining agenda items were tabled until the June 28th meeting. Please let Rosemary know if you will not be able to attend the next meeting.

Submitted by: Kathleen Haskell

