

Minot-Sleeper Public Library
Bristol, NH
Board of Trustees
Wednesday, May 17, 2017 4:00-6:00pm

Trustees present: Rosemary D'Arcy, Nancy Dowey, Shirley York, Ann Guilfoyle, Nancy Spears, Kathleen Haskell, Ann Fitzpatrick, Archie Auger, Lucille Keegan
Library Director: Brittany Overton and assistant director Azra Karabegovic

Fire Chief Ben LaRoche attended the meeting to give an update on the fire alarm system they are working on with a fire box on the exterior of the library. He recommended moving a wire which is too low over the rear parking lot. The next step is to have Bob MacArthur connect the box to the panel. **Archie moved to follow the fire chief's advice on installation of the box and moving the wire. Shirley seconded and the motion was approved.**

Brittany will contact Bob for his estimate. If it is under \$500 either Brittany or Azra can go ahead and authorize the work to be done without a vote by the trustees.

Call to order

- a) Approval of minutes – April 22 Ann F. moved and Nancy S. seconded to approve minutes. Motion approved
- b) Finance report Archie passed out reports.
- c) Director's report: \$195 was spent out of trustee funds to cover the cost of trustees attending the NHLTA conference. Brittany will request reimbursement from the Town. There has been an issue with the cleaning person not taking out the recycling.

2) Old or unfinished business

- a) Maintenance committee – update Lucille has received a verbal bid for repair of the front porch and will get it in writing for the committee to review.
- b) Landscaping project
 - i) Old library entrance project Lucille has two bids and will meet with the sub committee and then the trustees will vote.
- c) Winter storm damage – follow up Mark Bucklin has reassured Rosemary and Shirley that the area will be cleaned up.
- d) Donor gift ideas – update Rosemary has found a company that will be able to supply the product if this is what the donor wishes to do.
- e) Arts program – update Two programs are set for this summer.
- f) Alarm system – update reported at the top of page
- g) Solar system update

- h) Meeting with Bristol Select Board – update: Brittany and Rosemary met with Nik Coates and Rick Alpers. The purpose of the meeting was to clarify how the Town and Library work together and share responsibilities. The Town is responsible for administrative services. The Town recommends that there should be a volunteer sign in and out procedure and that all volunteers sign a waiver. Volunteers that have signed the waiver are eligible for insurance coverage in case of an accident while working at the library.
- i) Strategic planning – next steps: committee will meet soon.
- j) TD Bank signature authority: This has been taken care of.
- k) Plan for Director’s maternity leave:

3) New business:

It has been determined that the \$2792 which was left in the capital fund should be returned to the Friends. Kathleen will take care of this. **Archie moved to release any hold on that account and transfer to Friends. Nancy D. seconded and motion was approved.**

4) Announcements

5) Executive Session

6) Adjournment 5:45

Next meeting: June 21, 2017 4:00-6:00pm