

MINOT SLEEPER LIBRARY TRUSTEES MEETING  
MAY, 18, 2016 1 PM

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

1. Rosemary called the meeting to order at 1 PM.

- a. Archie moved to approve the minutes as written, Shirley seconded and the motion was approved.
- b. Archie handed out finance report showing fund balances. Discussion was held about the CD's and their restrictions. Archie will put together information for next month's meeting. Rosemary made a motion to move the Carr money to a CD. Shirley seconded. After discussion Rosemary withdrew her motion. This will be revisited next month. Archie will research rates. Rosemary would like us to spend some time on strategic planning. Brittany went over the budget. She will check what the encumbered funds were designated for. Ann F. asked about the status on CO detectors. Brittany will check on the price of battery operated ones.

c. Director's report:

Shirley made a motion that the library will be closed on June 1 until 1 PM for the staff to attend mandatory JLMC training with other Town employees. Archie seconded and the motion was approved.

The clock has been repaired and Brittany paid for it out of the maintenance fund. There is a CD for this purpose but the money is unavailable without paying a penalty.

Brittany reported on attending town budgeting training and had some suggestions for future budgeting procedures. We will take this up later.

Brittany asked about setting up a Pay Pal account. Rosemary asked Brittany to investigate other libraries use of PayPal. The trustees felt we should have more information before moving forward on this.

Sandy Safron has offered to donate \$10,000 for art programs in memory of her mother, \_\_\_\_\_ Litchfield Robinson. Brittany is waiting to hear from her on how she would like this to be used. It was suggested that a committee should be formed to investigate possible programs.

2. Action items:

- a. Archie moved to elect Nancy Dowey as the vice chair. Shirley seconded and the motion was approved.

3. Old business:

- a. Maintenance projects are moving forward.
- b. We discussed the lack of grass on the lawn. Shirley will find out how much it will cost to have this area repaired.
- c. Archie power washed the brick walkway and steps. Thank you Archie.
- d. We discussed how to account for in kind donations and what would qualify. No consensus was reached.
- e. Brittany reported that the new library system will go on line Monday.
- f. A \$147 check for the REC account was received recently.

4. New business:

- a. Rosemary made a motion that the trustees nominate the Friends for the Sue Palmenter award through the NHTA. Shirley seconded and the motion passed. Rosemary will talk to Judy Willson about this.
- b. Rosemary will take care of renewing the memberships to the NHLTA.
- c. The front doors continue to be an issue. Lucille recommended that Brittany contact Jeff Downing of CCI.

The meeting was adjourned at 3PM.