

MINOT SLEEPER LIBRARY TRUSTEES MEETING
November 16, 2016

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

Rosemary called the meeting to order at 3 PM

- The minutes of the October 19 meeting were approved as amended.
- Archie presented the finance report. \$1438.49 was received for the quarterly energy certificates from the solar array. The report was placed on file.

Directors report:

Brittany presented a thorough report of activity at the library. A few items were discussed.

- The red box for the fire alarm is close to being activated. The trustees instructed Brittany to contact 123 Lock and Key for an estimate for a security system. It was suggested that she invite Bob MacArthur to attend the next trustees meeting to explain what his service would include.
- Brittany has had trouble setting the timer for the light in front of the library and in the parking lot. Archie will try to set it.
- Brittany will look into having the REC's directly deposited into the library account.
- At this time we will not make any changes to the health insurance line in the 2017 budget.
- Brittany will get proposals for the copier from Toshiba and Canon.
- The two pages, Megan and Moriah have requested to stay on for another year and Brittany would like them to. We discussed a small increase in pay.

Old business:

- No changes were made to the proposed 2017 budget. This budget reflects a 12 % increase from 2016. Azra's position will be fulltime with benefits, Brittany's salary will increase to the threshold amount to avoid paying overtime. The budget will be submitted to the budget committee with the caveat that the budget is subject to change by the trustees. We also looked at a sheet that show additional targeted funds received outside of the town funds. **Nancy Spears moved to formally approve the budget with the adjustments and the caveat that the trustees can make changes up until the town budget hearing. Shirley York seconded and the motion was approved.**
- There was positive feedback from the breakfast that the trustees hosted for the library employees.
- A committee consisting of two Friends and three trustees will be formed to plan the landscape work needed to be done in the front of the building.
- Bill Dowey gave a presentation about the solar energy production and the continued high demand charges. Due to the extremely hot summer we had the demand for power to cool the building has used up our bank. The array is producing at about the same rate as last year but the demand was much higher. The sequencers that were installed have not done the job that we had hoped for. Bill and Brittany will meet with Bob Skiffington to see what more can be done to increase the efficiency of these sequencers and reduce the demand for power that driving up our power costs.
- The Friends are working on a manual to keep track of their annual work and events. Brittany reported that she is also putting together a manual of all the building maintenance projects that need to be done in a timely manner. These manuals will be extremely useful.

The December Trustees meeting is canceled.

