

MINOT SLEEPER LIBRARY TRUSTEES
NOVEMBER 17, 2015 4:30 pm

Trustees present: Rosemary D'Arcy, Archie Auger, Lucille Keegan, Hilda Bruno, Ann Fitzpatrick, Ann Guilfoyle, Nancy Dowey, Shirley Yorks

Trustee absent: Nancy Spears (arrived later in the meeting)

Guests: Judy Willson and Bill Dowey

1. The meeting was called to order by Rosemary at 4:30 pm.

a. Archie moved to accept the minutes for 10/20/15, 10/27/15 and 11/9/15. Hilda seconded and the motion was approved.

b. Archie presented the balance sheet and the FSB checkbook statement. He also shared a copy of the ballot from the 2013 Town Meeting to clarify that the trustees can retain all money received from equipment . **Rosemary moved to authorize Archie Auger as treasurer to explore how the REC money is being accounted for in the Town and make sure it is not going through our maintenance line. Shirley seconded and the motion was approved.**

c. Brittany had previously given everyone her written report and a few items were discussed.

1. **Hilda made a motion to close down the Wi-Fi from 10 pm to 5 am. Seconded by Shirley and approved.** A notice will be posted that this will begin on Dec. 1, 2015.

2. Brittany will explore what the cost savings would be to increase the number of copies we are paying for with the lease of the copy machine. She will also look into joining the town and fire department on leasing to get a better rate.

3. The Rotary will donate \$3,110 toward a new ILS for the library. This will not completely cover the cost but is greatly appreciated.

4. She will be setting up a display of the books purchased using donations in the memory of George Corrette. The family will be notified and also she will suggest that the remaining funds be used to add to the Science and Math collection in the future.

5. It was decided that the library employees would be paid for any holidays off during their regular scheduled hours according to Town policy.

6. Brittany had concerns about who is responsible for maintenance issues. It was decided that as the Library Director it is her responsibility in the event of an emergency and she would submit the invoice to the Town. Other issues that are not emergencies should be brought to the trustees for discussion.

7. **Lucille made a motion to authorize Brittany to purchase the items on the list she had provided us with, with the exception of the Downloadable Books for FY16, Building Cleaning/maintenance and books. Shirley seconded and the motion was approved with 8 yes and 1 abstention.**

Judy Willson asked for a committee to be formed to decide how best to honor Peg Riley with the donations that have been made in her honor. **Nancy D. moved that Shirley York be a part of a team made up of a member of the Friends, a trustee and members of the Riley family. Ann F. seconded. Archie Auger made a motion to amend the motion to include Nancy Dowey on the team. Lucille seconded and the amendment was approved. Then the amended motion was voted on and approved.**

Bill Dowey gave an update on his search for a company to install a sequencer to help reduce our electrical demand charges. **Archie moved to accept the bid from Controlled Technologies to install an HVAC sequencer to reduce the demand charges at a cost of \$2400. Hilda seconded and the motion was approved.**

2016 Budget:

The proposed budget was reviewed. There was discussion about comparable salaries around the region. **Nancy Dowey moved to accept the budget as presented. Hilda Bruno seconded and the motion was approved.**

Rosemary reported that the no smoking signs are up.

Brittany asked if the Trustees have ever given tuition reimbursement. We will discuss this further at our next meeting.

Meeting adjourned at 7:20 pm.

Next meeting will be December 15, 2015 at 4:30.