

MINOT SLEEPER LIBRARY TRUSTEES MEETING
NOVEMBER 29, 2018

Trustee present: Rosemary D'Arcy, Nancy Dowey, Shirley Yorks, Ann Fitzpatrick, Nancy Spears, Kathleen Haskell, Karen Boyd, Martha Hulsman, Lucille Keegan

Library Director: Brittany Overton

Rosemary called the meeting to order at 5:30 pm.

Karen moved to accept the minutes for October 18 and Nancy D. seconded. Rosemary noted that the budget number was incorrect so it was adjusted to \$202,639. The minutes were approved unanimously.

Nancy Dowey moved to accept the minutes for the October 9, 2018 executive session. Nancy S. seconded and the minutes were approved unanimously.

Finance report:

Brittany noted that the smoke detectors need to be cleaned. She has an estimate from Bob MacArthur for \$800. In order to reach the smoke detectors he would need to use a lift. **Martha moved to approve the cleaning of the smoke detectors with the money to come from the maintenance fund. Nancy D. seconded and the motion was approved unanimously.**

Brittany said she will wait to purchase a new computer until the smoke detectors are taken care of to see how much money is left in the maintenance budget .

Nancy S. moved to accept the finance report and Nancy D. seconded. The motion was approved unanimously.

Director's Report:

Nancy S. moved to put the \$25.86 from Andrew Fitt for the sale of books into the general fund. Ann Fitzpatrick seconded and the motion was approved unanimously.

Martha moved that the trustees provide a summary of income and expenses to the budget committee as part of the budget process. Karen seconded and the motion was unanimously approved.

Ann moved to accept the budget summary prepared by Brittany that will be presented to the budget committee as part of the 2019 budget process. Shirley seconded and the motion was approved unanimously.

The town has changed its timeline for awarding merit increases. The trustees agreed to follow the town's schedule. **Shirley moved that the trustees adjust the pay increase schedule to coincide with the towns schedule for 2019. Employees will begin to receive any earned increase on July 1. Employees that rank high enough will receive retroactive pay of the increase to April 1. Nancy D. seconded . The motion was unanimously approved.**

The Select Board voted to increase the town employees share of health insurance cost from 10% to 12% for 2019. The increased biweekly employee added cost is : \$5.86 for single; \$11.76 for two person; \$15,75 for family. We discussed making up the difference for library employees through increased salary. **Karen moved to follow the towns increase in employee contribution toward health insurance from 10% to 12%. Ann seconded. The motion was approved with a vote of 8 yes and 1 abstention.**

Rosemary moved to approve the annual library report that Brittany has submitted . Karen seconded and the motion was approved unanimously.

We discussed the community survey draft that Brittany has written. The information gained will be used with the strategic planning. The survey will be available on the website and at the library and other sites in town. We discussed offering a raffle prize for completing the survey. **Martha moved to approve the community survey that Brittany has compiled and to offer a raffle prize of a \$100 bank card . Shirley seconded and the motion was approved unanimously.** It was suggested that the bank might donate a gift card.

Nancy D. moved to close the library from 11:30 am-1pm on Friday, Dec. 14 so employees can attend the holiday lunch at the Homestead provided by the Town of Bristol. Rosemary seconded and the motion was approved unanimously.

The Friends would like to purchase a coat rack for the children. The trustees approved of this idea with Brittany and Azra's input.

At previous meetings we had discussed creating an expendable trust fund for the purpose of building maintenance. We had talked about submitting a warrant article for the Town Meeting . We decided to not pursue it at this time and to see what part the Town will do in reference to unexpected building maintenance expenses. **Nancy D. moved to table the previous motion to create an expendable trust fund.**

Nancy D. volunteered to secure name plates for the portraits of Minot and Sleeper.

The trustees are encouraged to reach out to potential new trustees for the March election.

We will hold a staff/trustee breakfast on January 11 at 8:30.

Next meeting will be December 20, 5:30-7:30 pm

Respectfully submitted,
Lucille Keegan,
Secretary