

MINOT SLEEPER LIBRARY TRUSTEES MEETING

OCTOBER 9, 2012

Present: Wendy Costigan, Barbara Greenwood, Nathan Hasselbauer, George Corrette, Archie Auger, Lucille Keegan, Sharon Warga

Secretaries minutes accepted as written.

Treasurers Report:

- Checking account: \$73,631.75
- Investment Portfolio: \$34,035
- Stock Portfolio: \$79,000
- Capital Fund: \$78,488.40
- Total: \$266,055.15
- Book fund: \$3,000

George reported that he had been contacted by Mark Rabbe who had been the representative from UBS Financial Services but has now moved to RBC Wealth Management. George would like to continue to have Mark manage the Trustees stock portfolio. George moved to have the Trustees approve the transfer of the stock portfolio from UBS to RBC Wealth management. Archie seconded and the motion carried.

Librarians report:

The library will be closed Oct. 10 for a staff work day to move books from the basement and prepare the space for renovations.

Scheduled computer classes will need to be canceled or moved to a new location.

Sharon will attend a book repair workshop in Meredith on Friday from 1-4. She wants to learn how to handle historical books that are in need of repair.

Sharon requested to have the library closed on the day after Thanksgiving and to close at 2 PM on Christmas Eve.

The annual fire inspection by the state fire marshals' office was done last week. Before the new library opens a fire inspection must be done.

A trailer has been rented to store books during the construction. The cost is \$100 per month. There was an initial fee for delivery and setup of \$112.

Old Business:

Archie has prepared new by-laws for the trustees to review. He has based these on the Sunapee Library by-laws. The trustees reviewed these and made changes to suit the Minot Sleeper Library. A question

about bonding and who needs to be bonded was brought up. The NH Trustees By-Laws state that all trustees should be bonded. Wendy will discuss this with Michael Capone. Wendy will email an updated version of these by-laws and a vote will be taken on these by-laws at the November Trustees meeting.

Furniture:

Sharon has been in contact with the representatives from Tucker Library Interiors and School Furnishings .After a discussion and review of the offerings by each company Wendy made a motion to accept the Tucker Library Interiors to furnish the new addition. Nathan seconded and the motion passed.

New Business:

Sharon and Wendy put together a policy packet for the trustees to review for the next meeting.

Next meeting: Nov. 13 at 4PM

Lucille Keegan