

MINOT-SLEEPER LIBRARY BOARD OF TRUSTEES
October 14, 2014

Trustees present: Wendy Costigan, Archie Auger, Shirley Yorks, Lucille Keegan, Nancy Dowey, Rosemary D'Arcy.

Trustees absent: Ann Fitzpatrick, Roger Nicholls

Also present: Sandra Allgood, Librarian

Secretary's minutes: Archie requested that the minutes be reworked to reflect the budget discussion more accurately. The sentence "Sandra then presented the budget as she had prepared it." Will be removed and the previous sentence will be changed to "He then presented the budget he and Sandra had prepared together".

Treasurer's report: Investment funds have been transferred to 7 accounts at the Franklin Savings Bank as of 9/30. The book fund at the TD bank has \$1811 some of which is Garden Club money. Prompted by the concern expressed by a patron about the lack of promptness in depositing a check she had written to the library on September 13 and was deposited on October 14 a discussion followed as to how to streamline the process of making deposits and paying bills. Rosemary made a motion **to authorize Sandy to make deposits into appropriate accounts and keep a record.** Wendy seconded and the motion was approved. Sandy will prepare checks to pay bills and Archie will review and sign in a timely manner.

Librarian's report: Sandy passed out copies but in the future she will email it ahead of the meetings. There is still a water issue in the basement. She will consult with Mark Bucklin.

Old business:

- Bob Skiffington has not gotten back to anyone about the thermostats.
- The doors are working okay now.
- The basement still leaks
- Rosemary will order the plaque
- Still waiting for Jeff Goodrum to fix the lights
- Policies: Rosemary and Sharon lead us through the changes they are suggesting for most of the policies. We will continue this at the next meeting.
- Operating budget: Archie and Sharon presented the proposed budget. The budget includes a new 15 hour position. Wendy motioned to **accept the budget with a total of \$173,453 to be presented to the town budget committee.** Shirley seconded and the motion was approved.

New business:

- Nancy nominated Rosemary to be vice chair and Wendy seconded. The nomination was approved.
- Nancy reported that at a recent Friends meeting they requested that the Trustees write a policy for computer use in the children's room.

Next meeting will be Tuesday, Nov. 18 at 4 PM