

MINOT SLEEPER LIBRARY TRUSTEE MEETING
OCTOBER 19, 2016 1 PM

Trustees attending: Ann Guilfoyle, Shirley York, Ann Fitzpatrick, Rosemary D'Arcy, Archie Auger, Lucille Keegan, Kathleen Haskell

Trustees absent: Nancy Spears, Nancy Dowey

Attending: Library Director, Brittany Overton

1)

- . Ann Fitzpatrick moved to accept the September minutes as written. Archie Auger seconded and the minutes were approved.
- Archie presented the finance report. He reported that we have received the entire \$10,000 from Sandy Safron.
- Directors report: Items reviewed by the trustees included: use of Town form for employees to request time off. Trustees do not have a form and will use the Towns.
- Brittany received a request from the Day Away Program to hold a program in the meeting room on Sat. Nov. 12. They would like to use the room until 3:30. Rosemary D'Arcy moved to authorize the Day Away Program to use the meeting room on Nov. 12 until 3:30 by special exception. Ann Guilfoyle seconded. The note was 6 affirming and 1 abstention. Brittany said she would stay and a few trustees were interested in attending the meeting.
- The RSVP Volunteer Center requested the use of the meeting room for a 4 week session of Matter of Balance. They requested that we sign a memorandum of understanding. Ann Guilfoyle moved to allow the RSVP Center to hold a free 4 week course and agree to sign the memorandum of understanding. Ann Fitzpatrick seconded and the motion was approved.
- The library will be open on Dec. 31.

2)

- Maintenance: Brittany is working with Jeff Goodrum to get a quote for repair of the front porch.
- Archie will talk to Jeff G. about the front door parts and who is to order them.
- The burglar alarm isn't working. The fire department is still working on getting the firebox installed.
- Brittany reported that the new library system is working well. She has had to contact the support for technical questions a few times.

3)

- The proposed 2017 budget was reviewed and explained.
- Proposal to increase Azra's hours from 34 to 40.
- Archie suggested we should add a 3% increase for staff to the proposal for a potential merit increase.
- Proposed to increase Cindy's hours. Brittany said there is an increase in ILL requests.
- The preliminary budget is \$204,695. Brittany will give this to the Town Finance officer.

- Brittany will be a member of the Town's Joint Loss Management Committee.
- Landscaping: Hilda and Lucille planted 4 lilacs between the library parking lot and the Mason's lot. We should put up some reflectors.
- We will work with the Friends on plans for landscaping in the front of the building in the spring.

- Strategic planning will meet again after the holidays.
- Nov. 14 at 8:30 the trustees will serve a breakfast to the staff. Ann G. will get paper goods and Kathleen and Lucille will bake.
- The December 21 meeting is changed to the 14th.

Next meeting: November 16, 2016

Lucille Keegan