

MINOT SLEEPER LIBRARY TRUSTEE MEETING
OCTOBER 20, 2015, 4:30 PM

Trustees present: Rosemary D'Arcy, Archie Auger, Ann Fitzgerald, Shirley Yorks, Lucille Keegan, Ann Guilfoyle (Nancy S. arrived late)

Absent: Hilda Bruno, Nancy Dowey,

Rosemary called the meeting to order at 4:30.

The minutes of the September 15, 2015 meeting were approved.

Finance report: Archie distributed the latest financial statement and explained the various accounts. He also shared an email he had from Mark Rabbe of our investment firm, RBC. Mark suggested that the 10K in cash that the MSL has should be reinvested. We decided to wait until next meeting to deal with this.

- Director's report: Brittany had distributed her report before the meeting and highlighted a few items. She asked if she should be the one to write thank you notes for donations and whether or not she would include the statement that a donation is tax deductible. It was determined that she would be the one to write these notes and she would give us a draft of her wording. Donations have been made in memory of Peg Riley and Brittany will be kept track of these in order to notify Peg's family.
- There is \$400 left in the passes budget. Ideas were shared for places that people would use passes.
- We discussed whether or not we should turn off the Wi-Fi at night to eliminate loitering around the building at night. Brittany will check with Ray and Bill about this idea. It was suggested to shut it off from 10:30 PM until 5 AM.
- A patron had suggested we should have a K-cup machine available but the majority felt this is not a good idea.
- The no smoking signs were once again brought up. Lucille mentioned a library specific one she had seen in Laconia and Brittany will call and inquire about where they purchased it. Shirley is going to talk to Mark about the signs that Hilda gave him. An announcement will be made on the website and in the newsletter that effective Nov. 1 the library will be a no smoking campus.
- Brittany will purchase a restroom sign to put over the double doors to help people find the bathroom without having to ask at the front desk.
- Metrocast alerted Brittany that a patron had done an illegal download. There is no way for the library to track the user. Signs will be posted by each computer warning users about the legality of downloading.
- A patron has donated a keyboard to replace one that is missing keys.
- Brittany is hiring two pages, Megan Stafford and Moriah Sanborn.

Archie made a motion to accept Brittany's recommendation for days that the library will be closed at Thanksgiving, Christmas and New Years. Ann Fitzgerald seconded and the motion carried. Brittany will check with Kelly about pay for those days.

2016-2017 budget

Brittany and Archie led a discussion of the proposed budget. We will vote on this at the next meeting.

The Friends have requested that the trustees pay for more background checks.

Shirley made a motion the Trustees hire Silver Lake Construction, based on the recommendation of the subcommittee, to fix the drainage issues in the basement. Nancy S. seconded and the motion was approved. Archie will contact the company and set up the date for work to be done

Nancy S. made a motion to accept the offer of the Friends to purchase 3 beanbag chairs. Ann G. seconded and the motion was approved.

Brittany has received some applications for the part time position we have advertised. Ann F. and Lucille will sit in on the interviews as observers.

Ann G. reported on estimates she received for maintenance work. These figures are initial estimates and may be modified later but will be helpful in preparing the 2016 budget.

- Taking down and cleaning the 40 ceiling globes, plus dusting the high woodwork, beams and tops of bookcases and removing any cobwebs. The estimate from Bill Raimondi of Mr. Maintenance is \$1800
- The 12 storm windows in the meeting room were originally built by Charles Carr. He estimated \$650 to remove them and clean the windows then replace them. He would also replace two broken panes of glass.

Rosemary will talk to the present cleaning service about occasional washing of the interior of the windows and washing the carpet.

Ann G. suggested that the Trustees should have a representative at the selectboard meetings. No decision was made at this time.

Meeting adjourned at 6:50 PM.

Next regular meeting is scheduled for November 17, 2015 at 4:30.