

Minot Sleeper Library Trustees Meeting
October 25, 2017 4 PM

Trustees present: Rosemary D'Arcy, Archie Auger, Nancy Spears, Lucille Keegan, Ann Fitzpatrick, Kathleen Haskell.

Library Director: Brittany Overton

Absent: Nancy Dowey, Shirley Yorks, Ann Guilfoyle

Rosemary called the meeting to order at 4 PM

Bill Dowey gave a presentation outlining the solar usage. He noted that we have banked considerably less this year than in the past two years. We need to do further investigation to see what is causing this drop. He suggested we purchase a "sense" device and he would install it. This device tracks the electrical usage of each outlet. Brittany will research this device and report back at our next meeting.

Archie moved to accept the minutes for September 20 and 28. (no minutes were taken on the 28th, the quorum of trustees at that meeting voted to authorize Brittany to offer the Library Assistant /Substitute position to the best candidate following reference checks). Nancy seconded and the minutes were approved.

Nancy moved to accept the finance report, Ann seconded and the report was accepted.

Director's report: Once again Brittany provided a very thorough report. She had a few questions that we discussed.

She asked about searching for another company to service the air conditioners. The current company charged an exorbitant amount for travel to and from the office. The trustees agreed that she should look for another company.

We discussed having a third phone line. Brittany said we should wait until the town settles on a company based on a RFP.

The fee to Paul Button of Energy Audits Unlimited has been reduced to \$10 annually. This will be paid out of the checking account.

Archie moved to adopt the Technology Waiver as drafted. Nancy seconded and the motion was approved.

The old printer is now the property of the library. The Trustees discussed offering the printer to the Town and if they don't want it, Archie suggested Brittany should ask the school district if they would like it.

Archie moved to allow the Town Budget Committee to use the library's space for public hearings on Feb. 12 and Feb. 14 beginning at 6:30. Nancy seconded and the motion was approved.

Brittany secured quotes from two builders in regards to the outside egress from the children's room and the east side of the meeting room. We decided that the one from the children's room is fine for now.

She will go back to the builders and ask for a drawing and estimate for the one from the meeting room.

We do not see the need to advertise in the yellow pages given the expense.

Rosemary moved to authorize Brittany and Azra to spend up to \$150 for the purchase of postage and holiday greeting cards to be sent to the appropriate people and organizations. This money is to come out of Trustee funds. Nancy seconded and the motion was approved.

Maintenance:

The doors have been repaired. This was paid for out of Town Maintenance funds.

Deb Glidden has offered to paint them free with the trustee covering the cost of materials.

The fire box is scheduled to be installed next Wed.

Rosemary asked if the volunteers are signing in and Brittany reported that some are. The statistics of volunteer hours would be good to have to include in a report to the Town.

Budget: The Town has not yet decided how they plan to report health care monies in the budget. Brittany prepared a budget and the bottom line without health care included in \$188,242. This includes a 3% merit raise. Archie suggested that we should have a separate warrant article for the Library budget instead of being part of the overall Town budget. He stated some towns do it that way. There was further discussion about how to report library income. We will finalize the budget at our next meeting. Rosemary recommended that the trustees watch a webinar "The Other Money" on the NHLTA website. There is also a new trustees manual available on the NHLTA website.

Archie moved to hire Shayne Duggan for the library assistant position based on Brittany's recommendation. Rosemary seconded and the motion was approved.

Brittany reported that the page, Megan Stafford has given her resignation as of Nov. 4. She has been a page for two years but can no longer fit it into her schedule. Brittany will advertise the position.

Archie moved to accept the revised job description for Library Assistant. Ann seconded and the motion was approved.

The meeting adjourned at 6:00 PM

Next meeting will be November 15, 2017 at 4 PM

Lucille Keegan, secretary