

MINOT SLEEPER LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 16, 2015

Trustees present: Archie Auger, Rosemary D'Arcy, Ann Fitzpatrick, Ann Guilfoyle, Shirley Yorks, Hilda Bruno, Lucille Keegan. Librarian: Brittany Dugan Absent: Nancy Dowey and Nancy Spears  
Also present: Judy Wilson, president of the Friends of Minot Sleeper Library

The meeting was called to order by Rosemary at 4:30. The minutes for August 18 were approved. Financial report: Brittany distributed financial information that she has been reviewing. She had questions about what line items matched various expenditures and income. She is working on correcting some errors that have occurred in reporting. Archie distributed his report and the financial sheet from the town. **Shirley moved to accept the financial report and Ann F. seconded. The motion carried.**

**Librarian report:** Brittany had emailed her report which was very much appreciated by the trustees. She commented on the request by patrons for information about the solar array. She will rearrange the website to make it easier to find the solar information. Lucille and Bill Dowey will put together information.

There is concern about people loitering on the steps by the main entry to the library during open hours. Some are charging phones using the outside outlet others are using wi-fi and some are just hanging out. Lucille will create a sign to post that will hopefully make people aware that by sitting on the steps they are interfering with others entering and exiting the library. There was discussion about purchasing a bench to locate near this area. Brittany will be away October 2-4 and 9-12. Four of these are days when the library is open.

The 2016-2017 budget needs to be prepared by Nov. 20, 2015. Archie, Rosemary and Lucille will work on this.

**Old Business:**

Ann Guilfoyle reported that she had checked the library for cleanliness and discovered that the changing table in the bathroom was extremely soiled. She cleaned it herself. The rest of the library is okay. She suggested that we need to add additional money to the budget to cover occasional cleaning such as window washing, high dusting and carpet shampooing.

The Children's Librarians review has been done and Rosemary has gone over it with Azra.

**Archie moved that we purchase gift cards for Azra and Cindy as a thank you for their hard work and dedication during our search for a new librarian. Ann Fitzpatrick seconded and the motion carried.**

Rosemary will get the cards.

The plaques for Debbie Gilbert and family have been put up. Rosemary will speak to Barbara Greenwood about a special event in their honor.

Three quotes have been received for correcting the water problem in the basement. Archie, Hilda and Lucille will go over these to compare and make a recommendation at the next trustees meeting.

It is felt that the maintenance budget line needs to be increased.

The correct size library flag has been ordered and the previously purchased ones are being returned.

The books that were recommended by the Corrette family have been ordered and there is still money left in the memorial fund for George.

Rosemary asked Kelly at the town office about the insurance liability of animals in the library and reported that it would only cover service animals.

**New Business:**

Brittany is working on selecting a library system that will be purchased with the grant from the Rotary Club.

The town is purchasing surveillance cameras and we may be able to purchase some at the same time. Brittany has done some research about their use at other libraries.

**Archie moved to go into executive session 91A-3. Rosemary seconded. A roll call vote was taken in the affirmative.**

**Archie moved to come out of executive session, Lucille seconded and a roll call was taken.**

**Archie moved to grant Brittany four days with pay per a pre-employment agreement that are not to be counted against her accrued time. Hilda seconded the motion and it was approved.**

The meeting adjourned at 6:40

The next meeting is Tuesday, October 20, 2015 4:30-6:30 pm