

Minot Sleeper Library Trustee
September 20, 2017

Trustees present: Nancy Dowey, Archie Auger, Rosemary D'Arcy, Ann Guilfoyle, Kathleen Haskell, Lucille Keegan

Trustees absent: Shirley Yorks, Ann Fitzpatrick, Nancy Spears

Library Director: Brittany Overton

Nancy D. moved to approve the minutes for August 16 and September 7 and Ann G. seconded. The motion was approved.

Bob MacArthur was present to give an update on the fire box and the work done on the doors. The doors are working properly now. They need to be puttied and painted. Lucille will contact Deb Glidden to see if she would do the job. Bob is still waiting for the fire department to have the fire box ready before he can install it. There was a discussion as to which system is better for the library, the fire box that will go directly to the fire station or our current system. The current system does a daily test and the firebox will not. The consensus is to go with the firebox at this time.

Bob has proposed that after Oct. 10 we switch to his company for the intrusion alarm. The cost would be \$234 per year which includes weekly testing. We asked him about installing a panic button also. The cost of a wireless system would be \$80 to install and \$60 for the actual button.

Finance report:

Archie presented his monthly report. The CD's at the Franklin Savings bank are coming due. **Nancy D. moved to authorize Archie to renew the 4 CD'S, which come due on 9/26/17, for the best possible rate. Ann G. seconded and the motion was approved.**

Brittany reviewed the Town library budget. We discussed using the money remaining in line 810 for the purchase of a sound system and a tablet for the staff. **Nancy. D. moved that Brittany be authorized to spend up to \$1284 for a tablet and a sound system for the meeting room. Kathleen seconded. The motion was approved.**

Director's report:

There was discussion about how to pay for the repairs to the doors. Rosemary is going to look into having the bill paid for by the Town trust funds for building maintenance.

Brittany will try to contact a contractor to look at the back stairs and make a recommendation for repairs that may need to be done and to look at what it would take to make a safe egress from the side door in the meeting room.

Azra has compiled a summary of the summer reading program.

Brittany was approached by the Canon copier representative with an offer for a new copier that should cost less for the library. **Nancy D. moved to authorize Brittany to talk with this representative and determine if indeed the cost would be less and if so she may make an agreement for this machine. Ann G. seconded and the motion carried.** If we do this we are removing the library from the Towns RFP for copiers.

New Business:

The library received an invoice from Energy Audits Unlimited which was significantly more than what we have been paying. Bill Dowey suggested that we contact Norwood to find out if we really need this service. Brittany will pursue this and report back.

The personnel policies were passed out for the trustees to review for the next meeting.

Archie moved to honor Julia Willson as our 2017 honoree.

Brittany has prepared a 2018 preliminary budget. She was notified by the Town that the line for health insurance would be taken out for privacy reasons. Archie stated that he believes the Town has no authority to do that to the library budget. We will be discussing this at the next meeting. Rosemary will talk to Nik for further clarification of this proposed change.

We will have a breakfast with the staff on Thursday September 28, 2017 at 8:30 AM.

The next regular meeting is scheduled for October 25, 2017 at 4 PM.

Lucille Keegan
secretary