

**Minot Sleeper Library Trustee Meeting  
September 21, 2016**

**Trustees Present:** Archie Auger, Ann Fitzpatrick, Rosemary D'Arcy, Kathleen Haskell, Nancy Spears, Ann Guilfoyle, Nancy Dowey, Shirley York

**Library Director:** Brittany Overton

**Trustee Absent:** Lucille Keegan

**A Public Hearing** was held to discuss the second gift of \$5000 by Sandy Safran for the Jeanne Litchfield and Timmy Thompson Art Program to be used for art classes at the Library.

Rosemary called the meeting to order at 1:05 pm.

Archie moved to accept the August 17 minutes, seconded by Nancy Spears. Minutes accepted

Nancy Spears moved to accept the August 21 minutes, seconded by Shirley York. Minutes accepted

Archie distributed the financial report followed by Brittany's financial report. Items that are close or above 100% spent for the year were discussed. Building and maintenance is at 139.50% and Brittany listed items that have been necessary to get to that amount. Nancy Spears moved and Anne Fitzpatrick seconded to accept. Financial report accepted.

**Director's Report.** An excellent and thorough report as commented by Board members. Action items listed.

-Will the Trustees pay for one part time staff member to get a flu shot at a cost of \$35? After much discussion: Our present personnel policy states we follow Town policy unless we have made a policy of our own and the Town states only full time employees get health benefits. Archie moved and Shirley seconded the answer is no. Motion approved

- Do the Trustees want to purchase an ad in the High School year book? Nancy Spears moved and Ann Guilfoyle seconded to approve. Motion passed. The Board authorized Brittany to spend \$100 for an ad.

-Brittany had proposed holiday hours in her report and they were approved by the Trustees.

-Brittany shared a list of items that the Friends will be asked to purchase for the coming year.

-Bill Dowey requested a letter of support for the Bristol Falls Park Grant. Archie moved and Shirley seconded to approve. Motion passed.

-Brittany shared evacuation plan as requested by Fire Department and she will send it to all Trustees to review and get comments to her via email.. Presently in draft form.

**Old Business:**

-Rosemary recommended that we review all personnel and Library policies annually.

-Opening Pay Pal has brought up issues. Decisions made: Library will have W9 and insurance copies for all contractors working at the Library and these will be forwarded to the town. We will use the Town tax ID number for Pay Pal.

-Archie moved and Rosemary seconded that we set up separate account for the Litchfield Thompson Art Fund.

- new flag for the Library is up and another library bought one from us and third was put in storage. They will be paid for out of Building and Maintenance Fund.
- new library system update from Brittany
- solar update in November by Bill Dowey

**New Business:**

-Strategic Planning

Brittany will send SWOT analysis to Trustees. Rosemary asked that we all think of people who would be good community members on a strategic planning steering committee; chair of Friends and a staff member, school district, seniors representative and social services expert were suggested. We agreed that we will engage the community throughout the process. Next planning meeting will be October 13, 2016, 4:30 to 8:30 pm.

Public session was closed. Archie moved and Ann Fitzpatrick seconded that we accept the second gift of \$5,000 from Sandy Safran to establish the Jeanne Litchfield and Timmy Thompson Fund. Motion passed.

Archie moved and Shirley seconded that we go into Executive Session at 3:15pm Roll call- all yes.

Archie moved and Ann Guilfoyle seconded to come out of Executive Session at 3:45 Roll call all yes.

Meeting was adjourned at 3:45 pm

Nancy Dowey, substitute for Lucille Keegan