

## MINOT SPEELER LIBRARY TRUSTEES

JANUARY 13, 2015 4 PM

Present: Trustees: Shirley Yorks, Nancy Dowey, Roger Nicholls, Wendy Costigan, Ann Fitzpatrick, Lucille Keegan, Librarian: Sandy Allgood Also: Rebecca Herr, Nancy Gavalis, Barbara Greenwood

Absent: Rosemary D'Arcy, Archie Auger

1. Secretary's report accepted.

2. Treasurers report presented.

3. Librarian's report:

- Sandy reported that Azra Karabegoric has accepted the position of Children's Librarian. All necessary paperwork has been filled out and we are waiting for the background check report.
- The roof repairs were done. There is a seam on the outside of the building where the new and old meet that has developed a crack and should be fixed. Wendy will ask Brakley to take a look at it.
- Background checks will be done for Friends that volunteer on a regular basis. When an event is held a volunteer log will be available for all volunteers to sign.
- Sandy will work with Rosemary to develop a volunteer policy.

4. New Business:

- Rebecca Herr, representing the Literacy Circle, expressed concern that two Trustee meetings ran late and were in conflict with the start of the Literacy Circle meetings. Wendy reassured her that it will not happen again. Rebecca also asked about the availability of the meeting room when the library isn't open. Sandy explained that it can be used with approval of the Trustees or Librarian with details being worked out for security purposes.
- **Wendy moved to recommend Azra Karabegoric as the Children's Librarian. Annie seconded and the motion was approved.**
- **Nancy motioned to reimburse Wendy \$150 for the staff Christmas gift cards. Nancy seconded and the motion was approved.**
- There are 4 openings on the Trustees for the upcoming ballot, three 3 year terms and one 2 year term. Wendy recommended that Sandy post notices around the library announcing these openings. Donna Rhodes will be writing an article for the Newfound Landing which will be a good opportunity to explain what the duties of the Trustees are.
- **Wendy made a motion to change the Trustee meetings to the 3<sup>rd</sup> Tuesday of the month at 7 PM to begin on 3/17/15. Nancy seconded and the motion was approved.**
- The town budget committee voted to reduce the proposed Library budget bottom line by \$10,689 leaving the bottom line at \$155,203.
- Sandy reported that the basement is dry.

- A plaque will be purchased for the restored table in honor of Peter Brown. Nancy will ask bill to hang the Trustees plaque.
- Sandy reported that the no smoking signs have arrived.
- Wendy will call Bill Skiffington about the thermostats.

Meeting adjourned at 5:15. Next meeting will be Feb. 10 at 4 PM

Lucille Keegan