

MINOT SLEEPER LIBRARY TRUSTEES MEETING

MARCH 17, 2015

7 PM

Trustees present: Rosemary D'Arcy, Hilda Bruno, Archie Auger, Lucille Keegan, Nancy Spears, Shirley Yorks, Ann Fitzpatrick, Ann Guilfoyle  
Library Director: Sandy Allgood

1. Rosemary called the meeting to order and the first order of business was introductions and welcome of new members. We are very pleased to welcome Hilda, Nancy S. and Ann G.

The minutes from the Feb. 2015 meeting were approved as written.

The secretary cast one vote for the slate of officers; Rosemary D'Arcy, Chair: Nancy Dowey, Vice Chair: Lucille Keegan, Secretary: Archie Auger, Treasurer.

2. Reports:

Archie presented the current financial report and explained where the funds are located and briefly what they are used for. He will have more information to share at next month's meeting to inform the new members. Also briefly discussed was the \$9,000 added back into our 2015 budget at the town meeting.

Sandy presented her Librarians report. In the future she will email her report before the meeting to all trustees and print copies for Shirley and Nancy S. She reported that there is a water leak from the roof above the DVD area. Archie has called CCI and they will shovel the roof on Wed. and see what needs to be done to fix the problem. The patron that has requested to have his library privileges reinstated has contacted Sandy. After discussion of this matter it was decided that the patron needs to follow library policy which requires a written letter of request to have library privileges reinstated. Once this is done we will take up the matter at a future meeting. Sandy has gone through the job descriptions with Cindy and Sharleigh and will do their observations in April. She has come up with a new evaluation form and will be sending the trustees this form and the job descriptions for our review. Rosemary said that is almost time to do an evaluation of Sandy. Rosemary has requested that Sandy write a self evaluation first. Sandy will also write a proposal for how the library would be best served with a new part time employee.

Sandy reported that she is in the process of writing two grants. One is for the summer reading program kickoff event and the other is a onetime \$5,000 from the Rotary Club. If she received the one from the Rotary she would like to use it to upgrade the library system. **In order to show our support for this idea Nancy S. made a motion that Sandy apply for the Rotary grant to use for the support of a new library system. Nancy D. seconded and the motion was approved.**

Rosemary spoke of the need for creating a personnel policy. Archie, Nancy D. and Nancy S. will look at policies from other libraries and work on different sections to create a policy that fits MSL.

Archie reminded us that some time in the new future we should review the by-laws.

3. Action Items:

Ann F. has the emergency key and will have Sandy train her in its usage. In the event she is going to be away, Nancy S volunteered to be in charge of the key.

4. Old or unfinished business:

a. The solar panels are generating again after being down for about 2 months due to faulty optimizers. This was fixed at no cost to the library.

b. The library table plaque will be attached to the end of the table when it is ready.

c. We will work on selecting former trustees that should have their name on the plaque. Shirley will do some research.

5. New Business:

a. Sandy and Rosemary had prepared orientation folder for the new trustees.

b. We discussed the need for better communication with the Friends. **Archie made a motion that Nancy D. be the Trustee liaison to the Friends for a one year trial. Shirley seconded it and the motion carried.** The intent is to improve communication between the two groups. The Friends will be invited to have a member of their group attend the monthly Trustee meeting if they so wish.

6. Announcements:

a. The NHLTA annual meeting is May 18. We will send some trustees.

7. The next meeting will be Tuesday, April 21 at 4:30.

8. Meeting adjourned at 8:30.