

MINOT SLEEPER LIBRARY TRUSTEES MEETING
NOVEMBER 18, 2014
4 PM

Trustees present: Wendy Costigan, Roger Nicholls, Archie Auger, Lucille Keegan, Rosemary Darcy, Shirley Yorks, Ann Fitzpatrick, absent Nancy Dowey. Also present: Sandy Allgood.

1. Secretary's report: Rosemary made a motion to accept the amended minutes from September 19. Roger seconded and they were approved. Archie asked to have October minutes corrected to include "prompted by a concern from a patron about the deposit of a check which she thought should have been deposited sooner". Archie noted that the check was dated 9/13 and deposited 10/14.
2. Treasurers report: Archie handed out his report and we reviewed it.
 - Roger asked a question regarding having a co-signer on all the accounts. Rogers's term as assistant treasurer will be ending in a couple months and he is concerned that two trustees should be available to sign checks and keep track of deposits. The by-laws state that the chair of the board should be a co-signer on all accounts. **Rosemary moved that "the chair of the board of trustees proceed with the paper work to authorize her signature on all financial accounts."** **Wendy seconded and the motion was approved.** It was further noted that as assistant chair Rosemary should also have her name on the accounts.
 - Archie shared an email correspondence he had with Michael Capone in regards to the insurance claim for the library basement flood and the REC's. His reply about the insurance claim was that the town received a check for \$1,051.12. Archie felt that this money should have come to the library. **Roger moved to have "the treasurer contact the Town Administrator to see if the insurance reimbursement for flooding will eventually be forwarded to the library to be put in maintenance account for future repairs."** Archie seconded and the motion was approved. In regards to the REC's, he has the final copy of the contract for review and approval by the selectboard.
3. Librarian's report: Sandra went through her printed report. She reported that she had researched the copier maintenance contract and found that we had not been utilizing the contract the last couple of years but have been paying for it. **Wendy moved "to renew the contract with Canon Solution America for \$634.41 to maintain the copier and provide toner."** Roger seconded and the motion was approved. **Rosemary moved to "authorize the spending of up to \$500 to hire Gerard Leone to repair the slate roof.** Ann seconded and the motion was approved. Sandy met with a representative from Granite Glass and got quotes for a glass top for the restored table. **Roger moved to "authorize the library director to spend up to \$360 for the installation of a glass table top.** Rosemary seconded and the motion was approved. Sandy read the resignation letter from Deborah Thouin. She then distributed the sheet she has worked on for advertising the position. Rosemary recommended the position be advertised as Assistant/Childrens Librarian. We discussed the job description and what was needed most. It was decided that the deadline for applications will be Dec. 12. Ann and Wendy will attend interviews. Sandy mentioned there is a lack of subs. She said that Liz will be available while she is home on winter break from college. Wendy suggested that Sandy email Sharon Warga and see if she would be interested in subbing. The full report is attached to these minutes. Archie asked about the Town Human Resources person will conduct an exit interview with Deborah. He felt that this should be the job of the Trustees. Rosemary volunteered to email Deborah to see if she would like to meet for an exit interview. Deborah is not required to have an exit interview. Archie will join Rosemary if they have an interview. **Wendy move to "accept Deborah Thouin's resignation. Archie**

moved to amend the motion to include with regret. Lucille seconded and the motion was approved as amended.

Shirley reported that the Friends will be sending her flowers.

4. Correspondence

5. Old business:

- 2015 Budget: Wendy said that the Chair of the budget committee wants facts about the amount to be raised through taxation. She reported that the town has implemented a merit raise system with a maximum raise to be 2.5%. In the proposed budget the employee's line was changed back to the 2014 amount to be changed again when the merit amount is determined. Archie commented that our salary for the director is low compared to other libraries in the area. He does not feel we need to follow the Town in regard to percentage of raise. He expressed his concern that the bottom line of our budget was changed by the Town before it was presented to the budget committee. He felt we should maintain the 3% we had originally proposed. Wendy stated that the revenues were not in the budget. We then proceed to move revenues out of the proposed budget and list separately. Wendy suggested we should go with the Town for 2.5% for merit raises. Archie calculated the total difference would be roughly \$500. After much discussion **Rosemary moved to "adjust the proposed budget from 3% to 2.5% and adopt a merit based performance system."** Roger seconded. The motion was approved with one abstention.
- Sandy will review the budget and make sure all the numbers are correct. The revenue sheet will show one lump sum.

Wendy moved to reconvene this meeting on Thursday, November 29, 2014 at 2:30 PM. Roger seconded and the motion was approved.

The meeting reconvened on Thursday, November 20, 2014 at 2:30 PM. Present were: Wendy Costigan, Ann Fitzpatrick, Shirley Yorks, Rosemary D'Arcy, Lucille Keegan, Archie Auger, Roger Nicholls. Also present was Sandy Allgood.

Wendy explained that the town is budgeting a pool of money to cover the possible 2.5% raise for all town employees which would include the library employees. **Rosemary moved to amend the 2015 budget proposal to reflect the 2014 rates of pay as recommended by the Bristol select board.** Shirley seconded. Discussion was held with Archie questioning the legality of this approach. The vote was 6 yeas and 1 opposed.

Wendy moved that the revenue sheet will state \$4980 to be submitted for the 2015 budget. Roger seconded and the motion was approved.

Roger moved to accept the gift of the labor for refinishing the table at \$1000 and the gift of \$1000 from Peter Brown. Archie seconded. Motion was approved. A plaque will be placed on the table.

Wendy moved to enter into executive session; RSA-91-A:3 II (a) seconded by Rosemary with a roll call vote being taken at 3:10. Archie made the motion to come out of executive session, seconded by Roger. A roll call vote was taken.

Archie handed out an email he received from Michael Capone in response to his inquiry about the insurance money discussed earlier. The consensus of the group was that the work done by the town was worth more than the insurance money.

Meeting adjourned at 3:30 PM.

Lucille Keegan, secretary