

Minot-Sleeper Library
Board of Trustees Meeting
September 28, 2023

Trustees Present: Anita Avery, Karen Boyd, Nancy Dowey, Kathleen Haskell, Lucille Keegan, Sue Nieman, Dolly Prive, Nancy Spears. **Absent:** Pat Durgin

Karen Boyd called the meeting to order at 5:00 PM.

Minutes: Nancy Dowey made a motion to approve the minutes of August 24, 2023. Anita Avery seconded it and it passed unanimously.

Sue Nieman gave copies of the minutes from Non-Public Sessions on 8/24/23, 9/11/23 and 9/14/23 to each Board member. Lucille Keegan noted she was not present on 9/14/23 and that was changed. She made a motion to accept them, seconded by Nancy Dowey, and the vote was unanimous. Copies were collected and all destroyed but one to be kept in the Director's Office.

Nancy Spears made a motion to unseal the minutes of the Non-Public Session on August 24, 2023. It was seconded by Dolly Prive, and the vote was unanimous.

Treasurer's Report: Sue Nieman made a motion, seconded by Lucille Keegan, to accept the Financial Reports presented.

Director's Report:

Jenna has been helpful during the transition to a new Library Director and will work with new Director, Patty Hayward, on her first day, October 2, 2023.

Karen and Pat had breakfast with Patty and introduced her to Wendy at the Town Office to facilitate paperwork. Karen will order flowers from the Trustees to have on Patty's desk when she arrives on her first day.

Old Business:

Policies and Procedures Update: All were in agreement to work in cooperation with the Town on the new Personnel Policy, and implement it when it is complete. Karen will e-mail Patty the current Personnel Policy to be used until that time.

Budget:

A tentative budget for 2024 was reviewed, with a narrative by Jenna giving rationale for the numbers. Discussion about salaries centered on the part-time staff, and raising their hourly

rate. **Nancy Spears made a motion, seconded by Anita Avery, to raise the hourly rate of Cindy to \$21.00; Shayne to \$16.50; Erica to \$16.00; and Ku to \$14.00. The motion was passed unanimously.** The raises will be in effect immediately.

Patty Heyward will start at \$58,000, and be at \$60,890 on April 1st. Martha Hulsman will receive the 3% raise in April.

A new budget line for substitutes will be added. The amount for 2024 is \$1,000.

Museum passes were discussed and the Friends will be asked if they be willing to increase their contribution.

The dates for Budget Meetings with the Selectmen and Budget Committee will be confirmed and Trustees are encouraged to attend.

New Business:

Karen presented Goals for Patty's first 6 months, which will be the basis for her review at that time.

Patty has signed an Offer Letter, and a Contract has been prepared in cooperation with Wendy Smith for the Town. It is now being reviewed by Legal Counsel.

The date of the October Trustees Meeting was changed to October 19, 2023 with everyone in agreement.

Adjournment: Dolly Prive made a motion, seconded by Nancy Spears to adjourn the meeting at 6:10 PM.

Respectfully submitted by

Sue Nieman, Secretary

Minot-Sleeper Board of Trustees