

MINOT-SLEEPER LIBRARY
Board of Trustees Meeting
April 27, 2023

Trustees Present: Anita Avery, Karen Boyd, Nancy Dowey, Pat Durgin, Kathleen Haskell, Lucille Keegan, Sue Nieman, Dolly Prive, Nancy Spears.
Library Director: Jenna Davis

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

Minutes - Karen suggested that Trustees who are not in attendance should be listed in future minutes. **Nancy Dowey moved to approve the Minutes from the March 30, 2023 meeting; Nancy Spears seconded the motion and it passed unanimously.**

Treasurer's Report

Kathleen presented the Treasurer's Report. The Sunshine Fund was included in the documentation. **Sue Nieman moved to approve the Treasurer's report and Lucille Keegan seconded the motion which passed unanimously.**

Director's Report

Jenna's Director's Report was very comprehensive, and the Trustees are aware and concerned that things go smoothly while there is a limited staff. Jenna stated present needs and discussion centered around ways that could be accomplished.

- Sue Nieman will unlock the library for the Pasquaney Garden Club at 9:30 for their monthly meeting.
- Lucille Keegan will cover the library on Friday, April 28th from 5 - 6, if needed.
- The library is without a cleaning person. Pat Durgin will make calls and research a replacement. Nancy Spears will volunteer to do some cleaning until someone is hired.
- A temporary part-time staff member will be hired while Martha is recovering. Ads will be sent to the media as soon as possible for 10 - 20 hours per week.
- Karen suggested Jenna prioritize her tasks, and the Trustees and Friends will volunteer to support other activities, as needed.
- Story Time had 56 children on April 26th. Thank you to the Friends who have been a great help in keeping it going.
- Jenna reported that plans for the Anniversary Celebration are going well. Lucille Keegan and Karen Boyd will meet with Barbara Greenwood to learn details about the history of the library and the addition. Nancy Dowey is taking the plaque to be engraved. It was decided that one plaque or recognition would be appropriate. The Friends have refreshments all set. The Quilt Raffle will be announced at the end.
- The Policy Review Committee will meet on May 4th.

New Business

Karen asked new Trustees if they would like a further orientation session, and they replied that they would.

Lucille Keegan and Sue Nieman will attend the NHLTA Conference on May 9th.

Jenna stated that mornings are important for Summer Hours. When a temporary part-time person is hired, this will be a priority.

Karen asked about Unsealing Non-Public Session sealed minutes. By law, they must be unsealed in 5 - 7 years. After discussion, it was decided to review sealed minutes in December of each year and act accordingly.

Kathleen Haskell brought to the Trustees's attention the possible need for a lawn irrigation system. After discussion, it was decided not to pursue that at this time.

The need for a Security Camera(s) was discussed. There is a camera that might be used from the Police Department, and also police surveillance after hours is a possibility. No action was taken pending more information.

Jenna presented four versions of a new Minot-Sleeper logo and the consensus was that #2 and #3 were most favored.

Adjournment

Pat Durgin, Vice Chair, will facilitate the next meeting on May 25, 2023 at 5:00 PM in Karen Boyd's absence.

The Meeting was adjourned at 6:20 PM.

Respectfully submitted,
Sue Nieman, Secretary
Minot-Sleeper Board of Trustees