

**MINOT-SLEEPER LIBRARY**  
**Board of Trustees Meeting**  
**May 25, 2023**

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

**Vice-Chair Pat Durgin called the meeting to order at 5:00.**

**Minutes** - Lucille Keegan moved to approve the Minutes from the April 27, 2003 meeting; Nancy Spears seconded the motion and it passed unanimously.

**Financial/Treasurer's Report** - Kathleen presented Financial Reports as of April 30, 2023. Nancy Spears moved to approve the Financial Reports; Anita Avery seconded the motion and it passed unanimously.

**Director's Report**

Jenna reviewed the past month:

- A new logo has been approved for the library. Jenna is exploring the cost of a new website using the logo. Her husband's friend creates websites, and is willing to do one for the library for \$300.00. He will come in and teach everyone how to use it. The Trustees are supportive of this.
- A Press Release to inform the community about the Quilt Raffle has been written.
- The 10th Anniversary Open House was a success. Karen Boyd's speech was well done, pulling together many facts about the library in an interesting and concise way. Honoring Gail Wolf, and her reaction, was a highlight of the afternoon.
- John Locke has been hired to fill the temporary part-time position for the summer after an interview with Jenna, Pat and Dolly. He has previous children's library experience and comes with many ideas for the library's young patrons. It is understood that he is looking for a full time job, and agrees to give one week notice, should he leave.
- A cleaning service has been hired at \$60.00/hour. Jenna shared that Just Right Services had excellent references and a certificate of insurance. Pat suggested that we be prepared to increase the hourly rate in the next budget.
- Sgt. Henry of the Bristol Police did an efficient job of Trespassing a patron who was creating a disturbance. He came back later to check on the staff. Staff have been told to use the Panic Button if they feel endangered.

- Jenna acknowledged the great job Christine Monk has been doing to assist at Story Time. Last week, there were 25 attending. Thank you, Christine.

### **Old Business**

Lucille Keegan and Sue Nieman reported on their attendance at the NHLTA Conference. The theme was Intellectual Freedom. Workshops attended were timely: Intellectual Freedom, Diversity, Grants, New Trustees. It was a positive experience.

Nancy Dowey reported on the policies that have been reviewed by the Policy Committee; Inter-Library Loan Policy, Collection Development Policy, Computer and Internet Access Policy, Patron Privacy and Confidentiality, and Reference Policy. Trustees offered suggestions and Nancy Spears made a motion to accept the changes reviewed and agreed upon; Dolly Prive seconded it and the motion passed unanimously.

A New Trustee Orientation will take place on June 6, 2023 at 2:00 at the library.

Jenna is continuing to research security cameras, but not recommending a specific one at this point. She is considering WINK or something similar.

### **New Business**

Karen reminded the Trustees that it is time to review and update the current 3 Year Plan. Assessing the present plan will be on the agenda for the June meeting. Jenna will have copies for the Board at that time.

Nancy Spears initiated a discussion about the meeting time, which is 5:00 at present. All agreed that it was appropriate and needed no change.

### **Adjournment**

The next meeting of the Board of Trustees will be June 22, 2023 at 5:00 at the Minot-Sleeper Library.

Anita Avery made a motion to adjourn, seconded by Dolly Prive and it was passed unanimously.

The meeting adjourned at 5:55 PM.

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

