

**Minot-Sleeper Library**  
**Board of Trustees Meeting**  
**August 24, 2023**

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

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

**Minutes:** Lucille Keegan moved to accept the Minutes of July 27, 2023 and Pat Durgin seconded the motion. It passed unanimously. Pat Durgin moved to accept the Minutes of the Special Meeting on August 16, 2023, and Anita Avery seconded the motion. It passed unanimously.

**Treasurer's Report:** Dolly Prive made a motion to approve the Treasurer's Report, and Anita Avery seconded the motion. It passed unanimously.

**Director's Report:**

A false alarm occurred on August 23, 2023. The alarm company informed Jenna that the Security Box needed to be updated with present numbers, as well as dealing with the issue of the bars popping out on the front doors, thereby unlocking them. The box has been updated. Protocol for an alarm was clarified.

The window pane in the front door that was vandalized will be replaced. There is a second window with one scratch that would be expensive as the entire window must be replaced. The Trustees decided not to replace it at this time.

There will be a BBQ and Training on Thursday, September 28, 2023, for Town Employees. It would mean closing the library from 11 - 4 on that day if library staff attends. The library would remain open from 10 - 11AM and 4 - 6PM. One of the training sessions is First Aid/CPR. Trustees voted to close the library so that staff could participate.

Trustees were appreciative of Jenna's work in preparing and organizing information for the incoming library director.

**Old Business:**

Policy updates have been completed. A motion was made by Anita Avery, seconded by Nancy Spears to accept all policies as presented in 2023. It passed unanimously.

Jenna has printed the policies and will upload them on the website. She requested Trustees leave their Trustees Manuals with her, so she can update them, as well.

The Budget Committee has scheduled a meeting on September 26, 2023 at 6:00 PM and Karen Boyd will represent the Trustees. *Note: The date may change; Trustees will be updated.* Jenna will prepare budget as Interim, and work with Kathleen to finalize it. Presently, the Budget is due to Bob Blanchette on September 28, 2023.

The Search Committee has reposted the position of Library Director in VT, MA, NH and ME. There have been three additional applicants, so far.

**Non-Public Session**

A motion was made by Nancy Spears, seconded by Anita Avery, to go into Non-Public Session at 5:35 PM.

**Reconvening Public Session**

Public session reconvened at 6:20 PM. A motion was made to seal the Minutes of the Non-Public Session by Karen Boyd, seconded by Sue Nieman. A roll call vote was taken. It was unanimous to seal the Minutes.

A motion was made by Lucille Keegan, seconded by Sue Nieman to adjourn. It passed unanimously and the meeting was adjourned at 6:25 PM.

The next meeting of the Board of Trustees will be on Thursday, September 28, 2023 at 5:00 PM at thee library.

**Respectfully Submitted by**

Sue Nieman, Secretary  
Minot-Sleeper Board of Trustees