

**Minot-Sleeper Library**  
Board of Trustees Meeting  
April 25, 2024

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

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

**Minutes:** A motion was made by Nancy Dowey, seconded by Anita Avery to approve the Minutes of the March 28, 2024 Public Meeting and those of the April 15, 2024 Special Meeting. All were in favor.

Sealing the Minutes of the **Non-Public Sessions** on March 28th and April 15th was discussed. Sue Nieman made a motion, seconded by Anita Avery not to seal the Non-Public Minutes of March 28, 2024. All were in favor. Anita Avery made a motion, seconded by Dolly Prive to seal the Non-Public Minutes of April 15, 2024. The vote was 1 opposed, 1 abstained, 4 in favor. Even with a majority, 5 votes are required to pass. The vote will be taken again at the May meeting.

**Director's Report:**

- Patty has been working with the Town to reconcile line items that have been eliminated or changed. She has resolved the discrepancies and can track the budget as needed.
- Maintenance - the door has been fixed, and Patty will find a person to do power washing and repair cracked mortar.
- A desk was ordered for Martha for the Children's Room.
- The Survey draft has been printed, and Shayne has set up Survey Monkey to be activated in the month of June.

**Old Business:**

- The Strategic Planning Committee will meet on April 29, 2024 at 11:00.
- The binder of Town Policies continues to be rotated among the Trustees for review.
- Four Trustees have registered to attend the NHLTA Conference on June 5, 2024.

**New Business:**

- A nominee for recognition on the Library Plaque for 2024 was identified. Sue Nieman will take the plaque to The Jeweler's Workshop for the the engraving.
- Patty passed out Job Descriptions for all library staff for review. Sue Nieman made a motion to approve them, and Anita Avery seconded it. The vote was 5 in favor, 1 abstained. The motion passed.
- New Library cards will be ordered in the Fall from Demco. The cost is \$1000. for 1000 cards. Since all money from new patrons paying for a card, copier fees, etc., goes into the Trustee Account, it was suggested that 1/2 the cost come from the Trustee account and 1/2 from the Town budget.

- Kate Leary will assume her position next week. She will work Saturdays and from 4 - 6 on Mondays. Ku will reduce her hours on Tuesday to 4 - 8.
- Evaluation Committee: Karen would like to form this committee in September to review evaluation forms from other libraries and create one that is appropriate for Minot-Sleeper.

**The next meeting of the Minot-Sleeper Board of Trustees will be on May 23, 2023 at 5:00 PM at the Library.**

**Adjournment:** A motion was made by Dolly Prive to adjourn, seconded by Nancy Spears. All were in favor.

**Respectfully submitted by**

Sue Nieman, Secretary

Minot-Sleeper Library Board of Trustees