

Minot-Sleeper Library
Board of Trustees Meeting
July 27, 2023

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

Karen Boyd called the meeting to order at 5:00. She acknowledged Rosemary D’Arcy’s attendance as a consultant in the search process.

Minutes - Pat Durgin moved to approve the Minutes of the June 22, 2023 meeting. Nancy Dowey seconded the motion and it passed unanimously.

Treasurer’s Report - Karen Boyd presented the monthly financials in the absence of Kathleen Haskell. Anita Avery moved to approve the report, seconded by Nancy Dowey. It was passed unanimously.

Director’s Report -

Jenna informed us of her resignation, to be accepted in New Business, and the items that she will accomplish before leaving. Among them, Jenna will be in the process of updating and organizing all files, with back ups. She will also be sure the MSL “Bible” is current with passwords and information. She offered to help with the transition as needed after September 1st, as John Locke’s current position terminates on August 31, 2023.

Karen Monahan submitted her resignation as of September 2, 2023. She has been a valuable employee. Jenna will try to rearrange Ku’s schedule to cover Saturdays after Karen’s departure.

Virginia K. Bennett will present a program on August 8, 2023. She is a local author and has written books using local settings.

The water issue in the basement continues because of the recent rain. The recent solution is running a heavy duty fan at all times.

Nancy Dowey and Rosemary D’Arcy volunteered to take the library’s hazardous waste to Household Hazardous Waste Take Back Day on August 5, 2023. Thanks, Nancy and Rosemary.

Old Business -

The Policy Review Committee, Nancy Dowey, Pat Durgin and Nancy Spears, reported that all policies with the exception of Safety and Security, have been reviewed and corrected. They will be available for inclusion in the Trustees Manual in September. The work of the Policy Review Committee is very much appreciated.

New Business -

Jenna submitted her resignation as of September 1, 2023. The Trustees expressed their appreciation for her leadership and accomplishments in her tenure as Director. A motion to accept Jenna’s resignation was made by Anita Avery and seconded by Dolly Prive. It was voted, with regret, to accept the resignation.

A Library Director Search Committee has been formed: Pat Durgin, Chair, Kathleen Haskell, Gail Wolff, Cindy Westfall and Sue Nieman. Rosemary D'Arcy will serve as consultant, providing resource materials, recommendations and questions as the process continues. The position was posted on July 24, 2023. An organizational meeting will be on August 10, 2023 at 5:00, and consideration of candidates will begin. The Committee will review resumes, interview candidates, and recommend final candidates to the Board for hiring.

Discussion ensued with ideas for interviews, including any revision of the job description. A suggestion was made by Rosemary to create a Memorandum of Understanding with the Town in the event that an issue, maintenance or otherwise, needs immediate attention, and is beyond the scope of the Director's and Staff's ability to address it. Nancy Dowey, Anita Avery and Kathleen Haskell will work on a draft of the Memorandum.

Fingerprinting has been required by those working with children at the library, primarily among the Friends of the Minot-Sleeper Library. The process has become difficult, and it is not a legal requirement. Karen Boyd suggested fingerprinting be waived and only a background check would be required for those working with children. After discussion, the Board was in full agreement.

Non Public Session -

A motion to go into Non Public Session was made by Karen Boyd, seconded by Sue Nieman. A unanimous vote approved the motion.

The Board came out of Non-Public Session at 6:15 PM.

Pat Durgin made a motion, seconded by Anita Avery, to adjourn. All in favor and the meeting adjourned at 6:20.

The next meeting of the Board of Trustees will be on Thursday, August 24, 2023 at 5:00 at the Library.

Respectfully submitted by

Sue Nieman, Secretary
Minot-Sleeper Board of Trustees