

Minot-Sleeper Library
Board of Trustees Meeting
December 21, 2023

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

Karen Boyd called the meeting to order at 5:00 PM. The Trustees were very surprised and appreciative of the snacks provided by Patty and Cindy, and sweets by Karen and Pat.

Minutes: The Minutes for both the November 16th Regular Meeting and the November 27th Special Meeting were considered for approval. Nancy Spears made a motion, seconded by Nancy Dowey to approve both sets of Minutes. All were in favor.

Financial Report: In her absence, Kathleen e-mailed a spreadsheet of finances to be spent from the current budget.

Director's Report:

Patty submitted a copy of her report prior to the meeting and discussed items of importance.

- A desk for her office has been ordered and will be assembled by the Highway Department.
- A thorough cleaning of air ducts was conducted on December 19th, and it went well. The Town paid 3/4 of the cost, with the Library assuming the remaining balance.
- The Meeting Room floor will be deep cleaned on December 31st.
- Solar Panels were reset with the help of Bill Dowey. Bill will train Patty to do this. His support is very much appreciated.
- Patty will start work on the Strategic Plan in January, reviewing all Policies. More details will follow at the January Board meeting.
- All library programming is going well.
- Patty has attended professional meetings and reached out to various professionals to become more informed about current issues and procedures.
- Trustees congratulated Patty on the completion of her MLIS.

Old Business:

The meeting with the Budget Committee resulted in the Library Budget's approval. Patty was commended on her excellent presentation.

The Friends Cookie Sale was also very successful, which will enable them to extend support of Museum Passes in 2024, in addition to the many current ways they help.

New Business:

Patty has interviewed candidates for the Circulation position, and there are two qualified finalists. A decision will be made by next week.

The Candidates' Forum was discussed. The Trustees were in favor of sponsoring it 2024 but possibly changing the venue. The Meeting Room has become overly crowded with so many in attendance. It was agreed that The Old Town Hall would be a viable location. Patty will check on its availability.

A motion was made by Nancy Spears, seconded by Dolly Prive, to go into Non-Public Session. A roll call vote was taken and all were in favor.

Public Session resumed at 6:15.

The next meeting of the Board of Trustees will be January 25, 2024 at 5:00 PM at the library.

Adjournment: A motion was made by Anita Avery, seconded by Nancy Dowey, to adjourn the meeting at 6:20 PM. All were in favor.

Respectfully submitted by

Sue Nieman, Secretary

Minot-Sleeper Board of Trustees