

**Draft- Minutes of the Haskell Free Library and Opera House
Board of Trustees
Wednesday, October 21, 2015**

Present: Patricia Hunt, Tom Adams, Frances Bonenfant, Carol Power, Matthew Farfan, Ross Murray, Nancy Rumery; guest: Phil Gosselin

1. **Call to Order:** 6:30 p.m.
2. **Approval of Minutes:** Moved and seconded to accept the September minutes as presented.
3. **Business Arising**
 - a) Building Committee: Rick Gosselin will be asked to join the advisory committee after *Steel Magnolias*. Clement Jacques doesn't feel inclined to take part but says he was approached to fill a vacant seat on the Foundation board.
 - b) Boiler work: Kevin Kincaid will write a letter declaring that it all fine and no further work required at this time.
 - c) Air conditioning: Kevin Kincaid's quote was \$750 U.S. more than the Canadian quote.
 - d) Wood repair/painting: This can wait until spring.
4. **Opera House**
 - a) November 20 event, Hunger Fest: The perform has agreed to the extra rate for the late show to cover cost of heating. Elevator technician came by but couldn't shut down the elevator for the season because of this show. Coming back to do so will not be covered by the contract. Options: we can leave the space heater in the pit for the winter or we can trade a fall visit for one in the spring. Matthew will phone the company to clarify when the service call is in spring. Decide for now to go with the heater. Marcel and Diane must also be informed not to shut down the bathroom until after November 20.
 - b) Discussion of reception line at the end of QNEK performances. Ross expresses his longstanding discomfort with but also the fact that it's a traffic issue on the stairwells. Phil explains that there was no line for Suds and The Sound of Music, but the actors wanted it for Steel Magnolia. The intention, he says, is to phase it out anyway. Further discussion about shortening/discontinuing the pre-show spiel. To be continued when Lynn is on hand.
 - c) Doorknobs: Wasn't this resolved?
 - d) Box office, house manager positions: to be posted on our website, Facebook with Lynn as contact.
5. **Library Report**
 - a) Lamppost: Take it down before the snow comes? Or after the November show? Resolved to keep it up for the show and cross our fingers. Ask Rick to take down after November 21. Further discussion of creating some sort of permanent protection.
 - b) Fourth week of holiday: Matthew feels that Nancy deserves a fourth week of vacation based on her years of service but that this should be in a policy, i.e. four weeks after X years. All employees but Diane have been here longer than Nancy, and all are currently maxed out at three weeks. Should there be a four-week policy for all

or negotiate one on one? There is a general feeling that more responsibility equals more vacation. Further discussion about closing (paid time) immediately before and after Christmas. Nancy says she would actually prefer this over the fourth week of vacation. This year it would be Tuesday, Wednesday, Thursday with Christmas on Friday. Employees would be paid for the hours they normally would do if they had worked. Because of the varying days Christmas falls on, this should not be considered a permanent policy but one year at a time.

Motion: Moved and seconded to give 2015 Christmas week off, specifically Tuesday, Wednesday, Thursday, Saturday with people paid the rate they usually receive, said policy to be reviewed annually. All in favour.

Motion: Moved and seconded that the head librarian get a fourth week of vacation for 2016. All in favour.

6. **Financials for September:** Moved and seconded to accept the September report as presented.
Budget discussion: Projecting a loss of approximately \$61,000 for 2015-2016.
7. **Fundraising letter update:** Translation is in progress. Nancy is generating list and label, photocopying is due. Letters will be sorted by trustee for personalizing.
8. **Winterizing:** This can be done any time; Nancy to arrange with Fred's. Marcel will take care of shutting off the water after the final show.
9. **Maintenance/to-do schedule:** a work in progress
10. **QNEK agreement:** Lynn not present. Postponed.
11. **Employment policy:** moved and seconded to adopt the policy as presented. All in favor.
12. **Varia**
 - a) humidity reader has been purchased and installed. Should be 30-40% to turn off air conditioner.
 - b) Question from Phil about board members and eligibility in relation to Tom's impending retirement in the new year.
13. **Adjournment:** 8:10 p.m.

Next meeting Wednesday, November 18, 2015

Ross Murray, Secretary