

Salisbury Free Library  
Trustee Meeting Minutes ~ *Approved April 2, 2024*  
April 2, 2024

Chair Michelle Carr called the meeting to order at 6:04 PM.  
A copy of attached reports is available with the related approved minutes at the library during regular business hours.

**PRESENT:**

TRUSTEES: Cheryl Bentley, Michelle Carr, Christine Dixon, Jennifer Hoyt  
ALTERNATES: Leonida Rasenas  
DIRECTOR: Nicole Morency  
GUESTS: None

\*NOTE: In the absence of Nan O'Neill, Leonida will vote in her police at this meeting.

**MINUTES:** The Board reviewed the minutes of the March 19<sup>th</sup> meeting. Following a short discussion, Michelle made a motion to approve the minutes with the insertion of the word *to*. There was a 2<sup>nd</sup> from Cheryl. Jen abstained as she was not at the meeting on the 19<sup>th</sup>. The motion was approved.

**TREASURER'S REPORT: SEE ATTACHED**

Jen read her report aloud while the Trustees followed along with a printed copy. The Board reviewed the banks statements and also the annuities reports related to the library's investments with Independence. The Trustees initialed the annuities financial report. It was agreed to leave the interest earned, within each of the annuities. Following some discussion, Cheryl made a motion to accept the Treasurer's Report with a few minor corrections to wording with a 2<sup>nd</sup> by Michelle. All approved.

**DIRECTOR'S REPORT: SEE ATTACHED**

Nicole presented a lengthy report. Some of the highlights were related to the security system. Although this was a new discovery to library staff and Trustees, it has been in place for many years. Nicole consulted with April Rollins and then with Mango Security who maintains the security and fire alarm systems. She has set the system up with Mango so that each person that holds a key will have a separate code to the security system. The system will provide a use report of the code used as well as the date and time whenever the system is activated. Library staff, Trustees who have keys, selectmen, fire chief, cleaning person and Friends of the Salisbury Free Library will each have their own code.

Some discussion followed related to utilizing a keypad on the library door in lieu of keys.

Nicole will email the Selectmen for their input. Their approval will be required.

Nicole reported that a 48-inch flat screen TV has been donated to the library by Julie Beltran. This will greatly enhance all programming that require this type of equipment, as well as a much better platform for showing movies. Chris will write a thank you note and turn it over to Nicole for mailing.

The Trustees agreed to continue to support the Hoopla account. The library's annual report has been sent to the State. Nicole will track what town, out of town patrons are from. Upcoming programs include a seed starting workshop on the 12<sup>th</sup> at 6:30, and a pet medium on the 20<sup>th</sup> at 1 PM. Future programming was also discussed.

Nicole stated that she has had several inquiries as to who might be an available Notary. Jennifer will inquire with the Town office.

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## **OLD BUSINESS:**

WATER TEST – tabled

LIBRARY TRUSTEE OFFICERS: All officers accepted their nomination. Election results were as follows: Chair – Michelle Carr; Treasurer- Jennifer Hoyt; Secretary – Christine Dixon.

WARRANT ARTICLES: Article # 18 passed with few questions. Article #19 was withdrawn at Town Meeting by a motion from Christine Dixon stating that the article was not needed due to the fact that the Town had already approved the RSA in 1995. See attached Town Meeting Results from 1995 and 2024.

MEETING SPACE POLICY: The policy needs to be present to the Selectmen for approval before the Trustees can approve it.

INVESTMENT POLICY: Following a second review, it was agreed that the word *annuities* needed to be added to the policy. Approval will take place at the next regular meeting of the Board.

## **NEW BUSINESS:**

DONATION: Jen stated that a donation of \$25 was made by Marybeth Bodien. Michelle made a motion to accept the donation with a 2<sup>nd</sup> by Jen. All approved. Jen will send a thank you.

SELECTMEN'S MEETING March 20, 2024: Nicole attended the meeting to inquire about the fire alarm that mysteriously activated at the library. She was advised that Mango Security would be responsible for maintaining the system and also for security. This was new information to the library and Nicole included it in her Director's Report,

LIBRARY CLOSURES: Nicole made the decision to close the library on Saturday, March 23<sup>rd</sup> due to the severe weather forecast. The Board agreed that library closings should be included in the minutes of the following meeting.

SUMMER READING PROGRAM COSTS: Nicole asked the Board what the budget would be for supplies and prizes for the Summer Reading Program. Some discussion followed. Michelle made a motion to allow a budget of \$200 for supplies and prizes for the Summer Reading Program with a 2<sup>nd</sup> by Cheryl. All approved.

LIBRARY EQUIPMENT: Nicole asked for a budget to purchase DVD storage from other libraries that were remodeling or that were available online. Some discussion followed. Jen

