

**SALISBURY FREE LIBRARY≥
MEETING MINUTES 9 Feb 21**

Meeting began at 1835

All votes this evening taken by role call.

In attendance at this meeting: Katherine Bollenbach, Kathleen Anderson, Pamela Monaghan, Michelle Carr, Christine Dixon, Jen Hoyt

Absent: Jen Leclair

Guests: Gail Landry, Marcia Murphy

5 Jan 21 Minutes Michelle Motion to accept Kathleen seconded. All in favor.

19 Jan 21 Emergency Meeting Minutes Michelle Motion to accept Pam seconded. All in favor.

Treasurer's Report:

Operations Report:

Invoices not included in incumbered funds list equaling \$290.36 Michelle will reach out to auditor and Town.

Audit done. All materials returned.

First quarter check received.

Money moved between accounts to cover expenses \$10645.52. Transferred back 1 Feb 21.

CD Accounts: All monies have been transferred as voted on. Money agreed upon was removed and deposited into savings.

Unspent encumbered funds still in account. Jen will keep track of and inform Michelle when moved.

Hoopla will come from operations account when ready to be replenished. Michelle

Made motion. Jen seconded. All in favor.

(See attached report)

Payroll Report:

Pam motioned to send \$476.18 funds overage will be sent back to Town. Jen seconded. All in favor.

(see attached report)

Director's Report:

Due date to send report to state library is moved to 3 May 21 due to COVID.

Katherine has resolved all missing book issues. Funds will be sent to each library borrowed books missing from. Laconia Library has requested missing book be purchased and sent. Katherine will do this.

Everyone will begin working all normal hours again.

Lindsey Blanchette will be providing online story time. Katherine and Pam will resolve paperwork required for this to occur. She will be working 2 hours/wk. These hours will be removed from other employees.
(see attached report)

Unfinished Business:

Attic fan has not been put in place however Jen is reaching out to contractor to schedule this.

Quote for filter of AC/Air will be tabled until date to re-open at which time we will then inform selectmen and they will vote for approval of funds.

Michelle has adjusted language of Investment policy with changes to 25%. Michelle motioned to accept changes. Christine seconded. All in favor.
Michelle will send copy of policy to all.
Every year this must be sent to Charitable Trust.

Meeting with selectmen for 20/21 budget which has been accepted by selectmen. Once the annual report is published make sure proper funds have been allocated.

Holiday closings were reviewed. Michelle motioned to accept with addition of Christmas. Jen seconded. All in favor.

New Business:

Michelle states she did not notify town of open trustee positions. She researched this and found trustee positions were dropped down to three. She has resolved this however positions will not be on ballot due to timing of elections and need for resolution. She has been informed she must send letter to selectmen requesting Christine and Kathleen be appointed to trustee positions at first meeting following elections.

Michelle will be reaching out to people for alternate positions.

Review of policy for debit card. Katherine asked that we add programming fees or supplies for summer reading. #3 section D. Pam motioned we add programming supplies into # 3 section D. Christine seconded. All in favor.

Christine requests misuse of debit card under page 1 section 2 in addition to termination or resignation whoever misuses card would also be liable under any applicable criminal or civil laws. Also add to page 2 section regarding employees and trustees who use card fraudulently. Christine made motion to make change. Pam made motion to second. All in favor.

Michelle made motion to table vote until March so changes can be made and policy will be presented with updates for next month. Christine seconded.

Cash income policy review. Procedures for money kept at library and deposited. Records will be kept for lost book fees or book sale donation collected in cash. Donation and collection jars will be counted and collected monthly and deposited. All money will be deposited by year end. Use of petty cash also reviewed. Michelle will make these changes/additions to policy. Michelle made motion to table vote until March so changes can be made and policy will be presented with updates next month. Kathleen seconded. All in favor.

Jen states anything that has to do with printer should come out of donations, fees, etc. not our operations account.

COVID policy reviewed. Tabled until March. Michelle will research what other libraries the size of Salisbury currently doing.

Michelle made motion to change meeting times to 1830 permanently. Kathleen seconded. All in favor.

Michelle motioned to adjourn meeting at 1828. Jen seconded. All in favor.

The next meeting will be 2 Mar 21 @ 1830.