

**SALISBURY FREE LIBRARY  
MEETING MINUTES 6 July 21**

**Meeting began at 1833**

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

Guests: 0

Michelle motioned to accept June minutes w/corrections. Christine seconded. All in favor. Gayle Landry name needs correction. Marcia name needs correction.

Board discussed reimbursing Michelle for certified mail. Christine motioned to approve reimbursement. Pam seconded. All in favor.

**Treasurer's Report:**

Operations Report: Jen read report. (See attached)

Payroll Report: Pam read report. (See attached)

**Director's Report:**

(See attached)

Katherine prepared and submitted paperwork for grant. Grant was approved.  
Katherine asking for board approval for purchases of printer and tent.  
Michelle motioned we allow for use of monies for the purchase of the printer and the tent. Pam seconded. All in favor.

Katherine requested funding for purchase of Windows 10 update. Kathleen made motion to purchase updates. Pam seconded. All in favor.

Katherine looking at 2 grant opportunities. These would be used to purchase chrome books to lend out to patrons. These require complicated paperwork which Katherine is willing to complete.

Michelle motioned to pass on emergency fund grant. Christine seconded. All in favor.

Michelle motioned to pass on Library transforming communities' grant. Christine seconded. All in favor.

Board discussed funding library website or keeping it free with ads. Jen motioned to keep it free. Christine seconded. All in favor.

Katherine asked if toys can be put back out. Board discussed. Michelle made motion toys will not be put out at this time. Pam seconded. All in favor.

Katherine requested funding to renew Yoga Journal as it is popular with patrons. Michelle made motion to fund. Jen seconded. All in favor.

### **Unfinished Business:**

HVAC will be installed 12 July 21.

Mary Catherine Patten estate under review. Unknown what contribution to library will be. Michelle waiting for further information.

Objectives policy under review. Board weighed review and revise or rewrite? Following discussion Michelle mentioned adding digital materials in section C. More discussion ensued. Kathleen made motion to revise policy. Pam seconded. All in favor. Katherine will revise and send out for review.

Pandemic policy under review. Michelle recommended library goes with strictest guidelines available for policy. If things must change a directive could be sent out. Michelle and Katherine will get together to continue review. They will include language addressing most restrictive response for current pandemic situation.

### **New Business:**

Michelle brought up concern that some books that will no longer be published may be valuable and be stolen. This is being taken into consideration for some form of security for books.

Michelle states we must begin discussing 2022 budget. She will review past years books to gauge next year budget request. Some trustees will come in to review books. This will occur 27 July 21 @ 1600. This will be posted as a work session.

Katherine brought up discussion regarding wearing of masks. Sign will be posted for patrons stating: Please wear a mask for entry to library. Masks will be provided if needed.

Zoom meeting attendance will be discontinued however, it will be available by request with at least 24 hrs. advance notice. This will be posted on the website.

At the end of August meeting, board will go into non-public session to complete Katherine's evaluation. Michelle gave form out to board for pre-meeting prep.

Michelle motioned to adjourn at 2007. Kathleen seconded. All in favor.

The next meeting will be 3 Aug 21 @ 1830.