

SALISBURY FREE LIBRARY

December 20, 2021

Meeting Minutes

Meeting called to order: 6:38 pm

In attendance at this meeting: Pam Monaghan, Christine Dixon, Cheryl Bentley, Jen Hoyt, and Michelle Carr

The non-public session did not take place due to the applicant rescinding her application.

Discussed supplies needed for library. Christine Dixon will ask April Rollins if the Town supplies the following items: tissues, paper towels, and toilet paper. If not, Christine stated she would be willing to pick the items up.

The area in front of the book return was not shoveled out and the snow was high enough to block opening the door to retrieve books. Christine volunteered to call April Rollins to remind the person who shovels the walkway to also shovel in front of the book drop.

Pam is hoping to have an estimate of the 4th quarter taxes from Kelly. She will contact Jen and have her figures finalized by Thursday.

With the any funds left over, the following items were discussed for purchase: books, a safe, payroll software, and a fire-proof filing cabinet. The following motions were made regarding the purchases:

- 1) Michelle made a motion to purchase books before returning funds spent from the Kepper fund. Christine seconded and all voted in favor. Motion passed
- 2) Michelle made a motion to purchase 2 safes for payroll documents and Trustee documents before returning funds spent from the Kepper fund. Christine seconded and all voted in favor. Motion passed.
- 3) Michelle made a motion to purchase payroll software before returning fund spent from the Kepper fund. Christine seconded and all voted in favor. Motion passed.
- 4) Michelle made a motion to return funds spend from the Kepper fund before purchasing a fire-proof file cabinet. Christine seconded and all voted in favor. Motion passed.

Motion made by Michelle to adjourn meeting, and Christine seconded it. Meeting adjourned 7:08 pm

Next meeting: January 4, 2022 at 6:30pm.

Submitted By: Michelle Carr