

Salisbury Free Library

Trustee Meeting - June 7, 2022 **APPROVED 7/5/22**

Present: Cheryl Bentley, Michelle Carr, Christine Dixon, Jen Hoyt, Melissa Lesniak

Guests: Gayle Landry, Seeley Longnecker

Absent: Nan O'Neill, Pam Monaghan, Kathleen Anderson

Meeting called to order at 6:34 by Michelle.

Minutes for February 23, 2022 were reviewed. Jen made a motion to accept the minutes as printed with a 2nd by Chris. All approved.

Minutes from May 3, 2022 were reviewed. Chris made a motion to accept the minutes as printed with a 2nd by Jen. All approved.

Treasurer's report: SEE ATTACHED Michelle made a motion to accept the treasurer's report with a 2nd by Cheryl. All approved.

DIRECTOR'S REPORT: SEE ATTACHED

OLD BUSINESS: The book sale sponsored by the Friends of the Library during the Town wide yard sale on May 21st was a success! \$220.00 was earned.

BUILDING ISSUES: The repair to the roof shingle was made during the course of the meeting. The remaining issues need to be addressed: Cleaning and painting the front of the library, cleaning/washing of the rest of the exterior, repairs to window screens that are not attached at the top; and the installation of a short piece of gutter at the roof edge above the side entrance to divert water from the siding, which needs repair and paint due to same.

Cheryl needs to go to Franklin Savings to have her name added to the bank accounts as a second signature.

Meeting minutes: Michelle made a motion to post meeting minutes only after approved with a 2nd by Cheryl. All approved. Draft minutes will be available at the library in a separate notebook until approval. Per The Municipal Association and the Department of Justice, handwritten minutes are acceptable. Until such time as a new SOP is issued, handwritten minutes will be accepted by the Board of Trustees. Melissa will work on setting up an appropriate means of typing the minutes for the convenience of electronic delivery to the Board and to the Town.

NEW BUSINESS: Posting for Trustee meetings will be done by Melissa at the PO and the library. Jen will post the notice at Academy Hall.

An additional meeting to start preparation of the budget was scheduled August 31, 2022 at 6 PM at the library.

There was considerable discussion on possible changes to the library's policy on overdue books, especially in regard to inter-library loaned books. A new addition to the policy was suggested just for this issue. Melissa will pull the inter-library loan policy for review at the July meeting. No decisions were made at this time. The overdue policy will be reviewed and modified at the Trustee meeting in July. The board members were given a draft of changes to review to expedite the process.

Following some discussion on a Google search for Salisbury Free Library, Michelle made a motion to change the library's Google profile business name to Salisbury Free Library, NH in order to better direct traffic to our site. There is a Salisbury Free Library located in Vermont. There was a 2nd by Cheryl. All approved.

A \$50.00 donation was made to the library by Sally Hamel in the name of her mom, Charlotte Hughes. There was no stipulation as to its use. Michelle made a motion to accept the donation with a 2nd by Cheryl. Approved. The check will be deposited into the Donations and Fees account.

Jen noted the postage was going to be increasing and requested permission to buy a roll of postage stamps prior to the increase. Michelle made a motion to do so with a 2nd by Cheryl. Approved.

Changes to the Library's sign re: open hours were discussed with options and costs. The option most favored was new hours panels with changeable tracks in the amount of \$390.00. However, due to budget constraints, it was agreed that nothing could be approved at this time. Chris will notify NE-OP-CO.

There being no further business before the board, Michelle made a motion to adjourn with a 2nd by Chris. Meeting adjourned at 8:12 PM.

Next meeting, July 5, 2022 at 6:30 PM.

Respectfully submitted,  
Christine Dixon, Secretary