

**SALISBURY FREE LIBRARY**  
**August 31, 2022**  
**Work Session Minutes**

**Work Session started 6:09 pm**

**In attendance at this meeting:** Trustees: Christine Dixon, Michelle Carr, Jen Hoyt, and Cheryl Bentley (arrived at 6:16 pm)

Library Director: Melissa Lesniak

Guests: Gayle Landry and Brett Walker

The library received One Thousand Dollars from the Patten Estate. Michelle made a motion to accept the One Thousand Dollars. Motioned seconded by Christine and all voted in favor. Motion passed. The trustee voted to accept these funds around December 2021/January 2022 before the first sale of the property fell through.

To accommodate schedule conflicts, Michelle made a motion to change the monthly meetings to the second Wednesday of the month at 6:00pm. Motion was seconded by Christine and all voted in favor; motioned passed. Next meeting will be on September 14, 2022 at 6:00 pm.

Melissa presented some considerations when discussing the 2023 budget. She discussed the money that is remaining in the 2022 budget. She would like to make sure the story walk is built. Discussions were made as to other items to purchase, and Michelle mentioned investigating if it is possible to have the Selectmen hold funds in the Library's Capital Reserve fund to use for maintenance the building needs. Brett Walker was not sure if this could be done but agreed that if possible, it was probably only with funds in the Payroll Account.

- 1) NHDB Increase: Overdrive increase was discussed. The increase seemed excessively large. Gayle wondered if a decimal was misplaced. Melissa was going to ask Bobbi Slossar about the increase.
- 2) Books: Monthly book budget request. Michelle stated that if \$750.00 was allotted, then there would be no more money in the budget after monthly obligations are included. Jen stated that she would prefer all purchases be made between January and October, and that would allow for the \$750.00 monthly budget for 10 months.
- 3) Adult and Children Programs: Patrons would like more programs and museum passes. The museum passes do not always get the use that justifies the costs. Melissa would like to provide more programs, especially one at the end of the Summer Program. Michelle mentioned that the trustees could use some of the Kepper or Patten funds to pay for these programs.
- 4) Wages: The employees would to have a wage increase to keep up with similar libraries and due to the cost of living. When asked about the type of increase, Melissa mentioned fifty cents to one dollar an hour. She also stated that the staff

would like to have paid holidays and paid sick days. A discussion was made regarding the increase, and the trustees were surprised that the staff was previously paid for their paid sick time. Michelle supplied an estimate of what the budget would look like if wages were increased and the budget stayed the same or had a 2% increase. It was also revealed that the staff was not getting the total hours the budget allowed them. Other than story hour, it did not seem like more than one staff member was needed to serve the public. There was discussion about opening the library on Monday. This would allow the director an option for having some Saturdays off. Michelle also mentioned that when the director's contract was discussed, there could also be an option of working 2-3 hours a week when the library is closed. After a discussion about employees' requests, it was decided that more information would be needed. Melissa would provide the trustees with the salaries of libraries of similar size and circulation.

- 5) Additional Funds: Melissa would like to make sure that the story walk project gets funding. She was told that the project was approved for this year, and that there were funds for the project. Melissa provided information for those who did not know what a story walk is. Melissa would also like a notification box on the entry door in lieu of taping notices to the door.
- 6) Marketing: Melissa stated that Face Book and the website are only good insofar as people visit the site. She would like to use Libraryaware, a software program that allows libraries to design emails that notify patrons of new materials and events. Patrons would sign up for these email alerts. She is waiting for a quote. Jen asked if it was available on Tech Soup and the answer was no. It was asked if other libraries were using it and Melissa stated that it was being used by other libraries.

Jen Hoyt gave an overview of the current budget and asked if the trustees would consider purchasing QuickBooks through Tech Soup for the operations account. It would cost \$75.00 a year and make it easier to track expenses by category. At this time, the library pays about \$149.00 for the payroll software. Jen mentioned that QuickBooks for payroll would be more expensive. Michelle made a motion to purchase QuickBooks for the operations account, Cheryl seconded the motion, and all voted to pass the motion. Jen mentioned that there was an excess in the salary account due to not having a director of about 6 months and one employee out for about two months. There was a small extra amount in the operations account due to not calculating the 2% increase the library received in 2022.

Melissa notified the trustees that she would be on vacation from September 12-24<sup>th</sup> and that coverage was set. At this time, Michelle made a motion to continue story hour weekly until the end of the year. Jen seconded the motion, and all voted to pass the motion.

Discussion continued about the use of the remaining 2022 budgeted funds. Brett Walker suggested a camera or another device with Zoom capabilities. Michelle mentioned a fire proof file cabinet for records. A discussion took place regarding using the Cloud to preserve records. Melissa mentioned being careful due to security issues and employee records. It was mentioned that a good scanner would be needed and Michelle stated she would ask April what the Town uses.



Michelle asked that everyone to consider all that was said tonight. Hopefully it will make finalizing the 2023 proposed budget much smoother than in the previous years.

Motion made by Michelle to end work session and Jen seconded it.  
Work Session Adjourned at 7:28 pm.

Next Meeting: September 14, 2022 at 6:00pm.

Submitted By: Michelle Carr