

Salisbury Free Library
Trustee Meeting Minutes
October 19, 2022
Approved 11/9/22

Chair Michelle Carr called the meeting to order at 5:06 PM.

PRESENT: Michelle Carr, Cheryl Bentley, Chris Dixon, Jen Hoyt, Nan O'Neill
GUESTS: Gayle Landry, Megan Philbrick

Discussion opened regarding options to aid in the reduction of the library budget, made at the request of Selectboard Chair Brett Walker. Some of the changes discussed were changes to days open and also hours that the library would be open.

Chris made a motion that the library not be open on Mondays due to consistent low attendance surveys with a 2nd by Nan. All approved.

Nan made a motion to change the Wednesday hours from 1-6 to 1-4, with the 2 hour difference to be added to Tues evening to allow for double coverage and training in the evenings 5-7 with a 2nd by Michelle. All approved.

When hired, the new Director, will have 13 hrs per week, plus an additional 2 hrs per month to attend Trustee meetings. In addition, for 8 weeks during the summer, an additional story hour will be added from 10-12 on Tuesday. The library will be open 10-12 and then from 1-7 on Tues during those 8 weeks. The library will be closed from 12-1 during this period.

Following some discussion regarding payroll and the percentage range the Town is suggesting for pay increases 6.5 – 8.93 %, the Board settled on a 6.5% increase to the hourly rate of each employee. Once the calculations were completed, the new budget to the Town will be \$42,895. \$11,175 of the amount is for operations and \$31,720 is for payroll. That amount does not include the monies the library is requesting permission to use from the Kepper estate and the Patten estate.

Chris made a motion to set the combined amount of that request at \$2,000 with a 2nd by Jen. All approved.

The final budget tally is \$44,895, with \$42,895 requested from the Town.

Chris made a motion to amend the letter to the Board of Selectmen and the Budget Committee to reflect the new amounts with a 2nd by Nan. All approved.

The board discussed the needs to purchase several items. Chris presented the T-posts for consideration for the Story Walk and it was agreed the a price for 20 4 -6 foot post be obtained, the adjustable platforms for mounting the storyboard and safety caps for each post. Chris agreed to get the costs for each.

Michelle made a motion to spend up to \$75 for a new card table for special displays with a 2nd by Nan. All approved.

Michelle made a motion to spend up to \$300 for supplies for Story Hour with a 2nd by Cheryl. All approved.

Michelle made a motion to spend \$100 for the library's Halloween Party supplies with a 2nd by Nan. All approved.

Chris made a motion to spend up to \$200 for a projector for the library's movie screen with a 2nd by Jen. All approved.

Investment option for the Haight funds were discussed with the possibility of the purchase of an annuity. The same was considered for the Kepper I and II CDs. No decision was made and the topic was tabled until the November Trustee meeting.

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There being no further business before the Board, Michelle made a motion to adjourn with a 2nd by Nan. All approved.

Meeting adjourned at 6:32 PM

REMINDER: The library's budget will be resubmitted to the Board of Selectmen on Wed Nov. 2nd at 7 PM

Next meeting: November 9, 2022 at 6 PM

Respectfully submitted,
Christine Dixon, Secretary