

Salisbury Free Library
Trustee Meeting Minutes
September 28, 2022
Approved 11/09/22

Chair Michelle called the workshop meeting to order at 5:02.

PRESENT: Cheryl Bentley, Michelle Carr, Christine Dixon, Jen Hoyt, Nan O'Neill, Melissa Lesniak

GUESTS: Gayle Landry

The board reviewed the proposed budget presentation to the Board of Selectmen. The letter was amended to say: The Trustees...propose *a zero increase* to the following 2023 budget. Chris made a motion to accept the letter and proposed budget to the Selectmen with the change with a 2nd by Nan. All approved.

The new contract for the Director was reviewed and some minor changes were made. Chris made a motion to accept the new contract with the suggested changes with a 2nd by Nan. All approved.

The board received a form from the Town Office, requesting that one be filled out for each project for repair over the amount of \$5,000 as well as 3 estimates. Due to time constraints, the board was unable to provide estimates for any of the following projects: painting the building along the sidewalk; removal of mold and/or mildew removal on the rest of the siding; clapboard repairs; gutters and a rain diverter, as well as gutter guards. The form had been sent to the Director instead of directly to the Trustees. Some discussion followed as to how to handle mail in the daily absence of a director. Chris made a motion to have all mail put into Jen's folder with the exception of subscriptions for magazines with a 2nd by Nan. All approved.

Some discussion followed regarding the Post Office Box key and whether or not to purchase an additional mail box for the Trustees, or purchase another key for the current box. It was agreed that Jen would get the 2nd Post Office Box key and she would be responsible for picking up the mail and its final distribution.

Gayle Landry gave an update to the sidewalk brick sale by the Friends of the Library. There are plenty of bricks in the basement of the library and she would be looking into the cost of engraving the bricks and advise the Trustees.

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

The meeting was adjourned at 5:30.

Next meeting October 12, 2022 at 6 PM

Respectfully submitted,
Christine Dixon, Secretary