

Salisbury Free Library  
Trustee Minutes  
November 9, 2022 Approved 12/14/22

Chair Michelle Carr called the meeting to order at 6:05 PM.

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

GUESTS: Gayle Landry, Judy Preston

**MINUTES:**

The Trustees reviewed the minutes for September 28, 2022. Michelle made a motion to accept the minutes with a correction to a typo with a 2<sup>nd</sup> by Cheryl. All approved.

The Trustees reviewed the minutes for October 12, 2022. Michelle made a motion to accept the minutes with the correction of two typos with a 2<sup>nd</sup> by Chris. All approved.

The Trustees reviewed the minutes for October 19, 2022. Michelle made a motion to accept the minutes with a correction to a typo with a 2<sup>nd</sup> by Cheryl

**TREASURES' REPORT: SEE ATTACHED.** Jen reviewed the report with the Board. A suggestion was made that additional detail should be included with the amounts paid to Amazon ie: what was purchased. The discussion to place the Haight CD into an annuity was tabled pending interest rates information from the bank. Michelle made a motion to roll over the Haight CD into a 91 day new CD with a 2<sup>nd</sup> by Chris. All approved.

A short meeting may be called in early December to discuss rolling over the Haight and Kepper CDs into annuities, depending on the interest rate.

Michelle made a motion to accept the Treasurer's report with a 2<sup>nd</sup> by Nan. All approved.

**DIRECTOR'S REPORT: SEE ATTACHED.**

Melissa stated that the total donations for October were \$45.06. Michelle made a motion to accept the donation with a 2<sup>nd</sup> by Cheryl. All approved.

The statistics for the library are nearly back to their pre-pandemic levels. The board discussed the status of the library's book inventory. Most of the adult fiction was done over the summer during the weeding process. Trustees will be allowed to volunteer for this project and will be acting only as volunteers. There was some discussion regarding the status of the materials for the Story Walk – which poles to use, mounting material, etc. Michelle made a motion to spend up to \$400 and to order the materials needed with a 2<sup>nd</sup> by Nan. All approved.

Jen made out a check for the Story Walk T-posts to Tractor Supply in the amount of \$115.80 and gave it to Chris so that the posts could be picked up this week.

**OLD BUSINESS:**

Purchases still pending: The laptop – Zoom ready with Excel and Microsoft Word to be added. Chris made a motion to spend up to \$1500 thru Tech Soup with a 2<sup>nd</sup> by Nan. All approved. Jen will make this purchase.

The fireproof file cabinet is not available thru the hoped for vendor, so Staples was suggested as a source. The cost of this cabinet for the mandated storage of employee files is estimated at \$1,500 to 2,800.

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The weather proof message center 24"x36" will cost \$170 thru Amazon. This will prevent layers of unsightly tape accumulating on the door each year as notices are changed. Chris made a motion to purchase the message center with a 2<sup>nd</sup> by Jen. All approved. Chris will check with the Fire Chief to see if there are any restrictions to mounting it on the outside of the door. Other options were discussed including a half barrel filled with concrete to support a 4x4 mounting post.

Jen made a motion to remove the sign suggesting wearing a mask inside the library, stating that most people will wear one out of caution if they so choose with a 2<sup>nd</sup> by Cheryl. All approved. Melissa removed the notice.

Michelle advised the board that there have been no responses to the ad for a new Director, and that Andover is also looking for a Director. Following some discussion regarding sharing a director with Andover, Michelle agreed to contact Jen Larochelle at Hebron for input.

#### NEW BUSINESS:

The board agreed to change the schedule to 2 staff on Tues and Thurs evening beginning Tues the 15th with Mary in from 5-7 – the library closing early on Wednesdays at 4 effective in January. Judy will cover the 2 hours of 5-7 on Thursdays. Story hour will end when Megan takes her maternity leave. Some discussion resulted involving volunteers and at what age a student might volunteer. It was noted that any volunteers involved with Story Hour would require a background check. Take home crafts can be set up ahead of time.

Michelle made a motion to change the hours effective in January with a 2<sup>nd</sup> by Jen. All approved. Chris will contact NHOPCO for the changes to the sign.

Library closings due to weather will require an update to the policy. Michelle made a motion that Chris make decisions related to library closings until such time as the policy can be changed with a 2<sup>nd</sup> by Nan. All approved.

The library presents its budget to the Budget Committee on November 14<sup>th</sup> at 7 PM. Michelle plans to present to the Budget Committee a \$721 increase to our payroll, so the library employees would receive the same pay increase as the rest of the Town employees – an 8.93% increase. Trustees should plan to attend if they are available.

Bobby Slosser, at the State Library has offered her assistance in finding a new Director. Cheryl will contact her.

There being no further business before the Board, Michelle made a motion to adjourn with a 2<sup>nd</sup> by Chris. All approved. Meeting adjourned at 7:45 PM.

The next meeting will be Wednesday, December 14<sup>th</sup> at 6 PM.

Respectfully submitted,  
Christine Dixon, Secretary

