

Salisbury Free Library  
Trustee Meeting Minutes ~APPROVED 1/3/23  
December 14, 2022

Chair Michelle Carr called the meeting to order at 6:06 PM.

**PRESENT:** Michelle, Cheryl, Chris, Nan, Melissa. Jen at 6:08.

**GUESTS:** Gayle Landry, Seeley Longnecker, Megan Philbrook, Mary Heath and Judy Preston at 6:45.

**MINUTES:**

**November 9, 2022** – The Board reviewed the minutes. Chris made a motion to approve the minutes with the correction of a couple of typos with a 2<sup>nd</sup> by Michelle. All approved.

Melissa made a request that the minutes also be e-mailed to salisburyfree@gmail.com. Draft minutes are sent via email to the library, all board members and to Gayle Landry.

**November 28, 2022** – The Board reviewed the minutes. Michelle made a motion to accept the minutes as printed with a 2<sup>nd</sup> by Cheryl. All approved.

**December 7, 2022** – The minutes were tabled until the January meeting.

**TREASURE’S REPORT:** SEE ATTACHED. Michelle made a motion to accept the Treasure’s Report with a 2<sup>nd</sup> by Nan. All approved.

**DIRECTOR’S REPORT:** SEE ATTACHED.

Melissa indicated the \$10.00 had been received as donations for the puzzles that were offered.

Michelle made a motion to accept the \$10.00 donation with a 2<sup>nd</sup> by Cheryl. All approved.

Some discussion followed the patron count as of November and how to handle library card that had been inactive for 5 or more years. Contacting the resident via email was suggested to update information. No decision was made and no vote was taken.

**OLD BUSINESS:** Changes to the library hours are effective as of January 1<sup>st</sup> 2023. The sign has been updated at no cost by NH OP CO to read Wednesday 1-4 (from Wednesday 1-6). The changes will be posted online and changes to various documents will be done prior to January 1, 2023.

There has been no response to the ad for a new Director. Discussion took place as to how to broaden the search. An ad in the Shopper was suggested and Nan will look into the costs of an ad at various sizes. The possibility of sharing a director with another small library will also be looked into. Posting the ad at Colby Sawyer College, Plymouth State and possibly Monster or Indeed was also discussed.

Items to be purchased by the end of the year was reviewed by the board. The mandated fireproof file cabinet for storage of employee records was discussed and a 2 drawer model at a cost of \$1,481.22 and a weight of 296 lbs. was agreed upon. Michelle made a motion to spend up to \$1,500.00 for the fireproof file with a 2<sup>nd</sup> by Nan. All approved. Jen will order the fire file cabinet.

There was a brief discussion on patron usage of both Ancestry and Heritage. The library staff indicated that both were popular programs. Nan made a motion to renew the subscriptions to both with a 2<sup>nd</sup> by Chris. All approved.

**NEW BUSINESS:** The new holiday closure list was reviewed. It was noted that because the library was not open on Mondays, many holidays were no longer included on the list. Chris made a motion to approved the holiday closure list with a 2<sup>nd</sup> by Cheryl. All approved. The list will be posted on the various websites related to the library.

Library Closure Policy was reviewed by the Board. Chris made a motion to accept the new policy with a correction to a typo. The motion was seconded by Cheryl. All approved. As voted on at an earlier meeting, Chris Dixon will continue to be responsible for library closures and staffing issues.

There was some discussion regarding changing the day and time the Trustees hold their monthly meeting. Chris made a motion to change the regular meeting of the Board of Trustees to the 1<sup>st</sup> Tuesday of each month at 6 PM with a 2<sup>nd</sup> by Nan. All approved. The next meeting will be January 3, 2023 at 6 PM.

The library staff indicated that there are 2 families that are using the library for their parental visitation. Some discussion followed regarding the responsibilities of the library staff in the event that problems arose. No decisions were made and a vote was not taken.

Judy and Mary have worked out a schedule for the month of January while Megan is on a leave of absence. A list of Director's duties drawn up by the staff was reviewed. Michelle added several additional duties to the list. Megan, Judy and Mary each agreed that each was a task that they could and would handle until such time as a new Director was hired. Discussion followed regarding how to proceed with additional pay for doing the duties of the Director. It was generally agreed that the hours and pay rate for the Director should somehow be divided for the duties covered by the library staff. Michelle made a motion to investigate an increase in pay for doing the duties of the Director with a 2<sup>nd</sup> by Nan. All approved.

An update to Job Description with a division of the duties of the Director would have to be worked on. Jen would investigate how the payroll program would handle that change for the next meeting.

Michelle made a motion to allow the library staff to be paid for 2hrs to attending tonight's meeting with a 2<sup>nd</sup> by Cheryl. All approved

Melissa has agreed to update the overdue list and send out appropriate notices and/or letters before the end of the year. Melissa's contract with the library ends 12/31/22.

Chris brought and article in the last NH Library Trustees Association news letter regarding the safekeeping of public funds ie: the copier and printer monies. Following review of the article, Michelle made a motion to spend up to \$100 for the purchase a lock box for those fund with a 2<sup>nd</sup> by Chris. All approved. This will require the library staff to make change and do an accounting of the funds in the lock-box.

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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 8:23 PM.

Next meeting: **JANUARY 3, 2023 AT 6 PM**

Respectfully submitted,  
Christine Dixon, Secretary