

Salisbury Free Library  
Trustees Meeting Minutes  
Policy Review  
January 19, 2023

Chair Michelle Carr called the meeting to order at 6:01 PM.

PRESENT: Michelle Carr, Cheryl Bentley, Chris Dixon, Jen Hoyt, Nan O'Neill.

Michelle read an email from the Town Auditors with a list of questions. Answers were discussed and a response was formulated and signed by each Trustee. Michelle will return the document.

The following policies were reviewed, revised, amended and/or repealed:

**Amendments & Review:** Michelle made a motion to accept the changes to the Amendments & Review Policy with a 2<sup>nd</sup> by Nan. All approved.

**Who May Use the Library:** Chris made a motion to accept the changes to Who May Use the Library with a 2<sup>nd</sup> by Cheryl. All approved.

**Volunteers and Volunteer Form:** Nan made a motion to accept the changes to the Volunteer Policy and Volunteer Form with a 2<sup>nd</sup> by Jen. All approved.

**Home Delivery:** Nan made a motion to repeal the Home Delivery Policy with a 2<sup>nd</sup> by Cheryl. All approved.

**Objectives:** Nan made a motion to accept the changes to the Objectives Policy with a 2<sup>nd</sup> by Cheryl. All approved.

SEE ATTACHED ORIGINAL AND APPROVED AMENDED POLICIES

**NEW BUSINESS:**

The Trustees discussed opening the library for the benefit of the community as a cooling station during the coming summer months. Although the building would be open, the library would technically be closed. There would be no use of the computers, printers or other library equipment and books, DVDs, and magazines, etc would not be able to be checked out. A Trustee would be required to be in attendance on days that the library is not open and the library would be available pending the availability of a Trustee or Trustees.

Volunteers: Background criminal checks will now be required for any volunteer working with children on a regular basis at the library. The Town of Salisbury pays for the background criminal check. Youth volunteers must be at least 14 years of age and the Library will follow all Child Labor Laws.

Policies to reviewed at the February 21<sup>st</sup> policy review meeting: Meeting Space, Cash Income, Debit Card, Gifts and Memorials.

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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 Cheryl. All approved.

Meeting adjourned at 7:24 PM

Respectfully submitted,

Christine Dixon, Secretary

Next meeting: February 7, 2023 at 6 PM  
Feb 21, 2023 at 6 PM – Policy Review