

Salisbury Free Library
Trustee Meeting Minutes
January 3, 2023 Approved 2/7/2023

Chair Michelle Carr called the meeting to order at 6:04 PM

PRESENT: Michelle Carr, Nan O'Neill, Jen Hoyt, Chris Dixon, Cheryl Bentley at 6:06.

GUESTS: Judy Preston

MINUTES: December 7, 2022: The Board reviewed the minutes. Jen made a motion to accept the minutes as printed with a 2nd by Cheryl. All approved.

December 14, 2022: The Board reviewed the minutes and made 2 typo corrections. Nan made a motion to accept the minutes with the corrections with a 2nd by Michelle. All approved.

TREASURE'S REPORT: SEE ATTACHED

Jen reviewed the financial reports with the Board. Michelle inquired what the approximate amount was that would be expected to be returned to the Town. Jen replied approximately \$8,840.00 +/- . Michelle made a motion to table the return of the funds to the Town until after the February Trustee meeting with a 2nd by Nan. All approved.

Jen noted that the donations for the month of December were in the amount of \$15. Michelle made a motion to accept the \$15 in donation with a 2nd by Chris. All approved.

Michelle made a motion to accept the Treasure's Report with a 2nd by Cheryl. All approved.

DIRECTOR'S REPORT:

In the absence of a Director, Judy Preston indicated that for the month of December, there were 117 adult patrons and 70 children. She also stated that the schedule will be as follows for January: Tuesdays: Judy 1-7 & Mary 5-7; Wednesday: Mary 1-4; Thursday Judy 1-7. Saturday, rotating with Judy and Mary. Thursday's coverage will continue when Megan returns from her leave of absence.

OLD BUSINESS:

Jen recommended that the purchase of Microsoft Office Professional series for the new laptop in the amount of \$161.95 was more than adequate for the needs of the Trustees. It contains Word, Excel, Publisher, Plus, PowerPoint, Outlook, Skype etc. Michelle made a motion to spend up to \$170 for the purchase from Tech-soup with a 2nd by Nan. All approved. Free tutorials are included. Jen will make the purchase.

The Board discussed how to further expand the search for a new Director through advertising. Following review of various rates for various entities, Michelle made a motion to place a one time ad in the Shopper up to the amount of \$75.00 for a 1/8 page ad with a 2nd by Jen. All approved. Nan will prepare the copy for the ad.

NEW BUSINESS:

Declaration of candidacy are available at the Town office and are due January 23 - Feb 3, 2023. Michelle and Jen are both up for reelection and will plan to file a declaration.

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The Board reviewed the Library's Report for the Town Report and some minor adjustments and corrections were made. Chris made a motion to accept the report with the adjustments and corrections with a 2nd by Michelle. All approved.

The Board review and made changes to the Library's Investment Policy. Each category shall now read 100%. Michelle made a motion to approve the changes with a 2nd by Cheryl. All approved.

Discussion revolving around the increases to paper, ink and toner resulted in changes to the fees that will be charged for copies. Jen made a motion to increase the amount for black and white copies to .30 with a 2nd by Nan. All approved.

Jen made a motion to increase the amount charged for color copies to \$1.00 with a 2nd by Nan. All approved. Increases were to become effective immediately. Fees will be paid to the librarian and kept in the new cash box. Michelle will send an email of the new policy and fees to the staff.

Meeting to review and update Policies for the library was discussed. Tuesday the 17th of January at 6 was chosen and an additional date in February on the 21st was also chosen for Policy reviews and updates,

The date to implemented the new pay rates was tabled until the February Trustee meeting. There was some discussion on how to conduct employee evaluations and what to use as a format was discussed. No decision was made. Director's duties and the related pay increase would be tabled until Megan returns. Michelle made a motion to pay current library staff the prior Director's rate of pay for duties performed that are those of the Director up to a total of 12 hours with a 2nd by Nan. All approved.

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

Meeting adjourned at 8:04 PM.

Next meeting: January 17th at 6 PM (for policy review)
February 7th at 6 PM

Respectfully submitted,
Christine Dixon, Secretary

