

Salisbury Free Library
Trustee Meeting Minutes ~ **APPROVED 3/7/23**
February 7, 2023

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

PRESENT: Cheryl Bentley, Michele Carr, Christine Dixon, Jen Hoyt

ABSENT: Nan O'Neill

GUESTS: Seeley Longnecker, Judy Preston (for the library)

MINUTES: January 3, 2023

January 19, 2023

The Board reviewed the minutes for January 3, 2023. Michelle made a motion to accept the minutes of Jan 3, 2023 with a correction to the spacing in a number. Cheryl made a 2nd to the motion. All approved.

The Board reviewed the minutes for the January 19, 2023 policy review meeting. Michelle made a motion to accept the minutes of January 19, 2023 as printed with a 2nd by Jen. All approved.

TREASURER'S REPORT: SEE ATTACHED

Jen reviewed the final report and balances for 2022 with the Board.

Michelle made a motion to postpone the return of funds to the Town until after the Board's March 7th meeting to ensure that all encumbered funds had been paid w a 2nd by Chris. All approved.

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

DIRECTOR'S REPORT:

Judy gave an oral review of the stats for attendance for the month of January. There was an increase to both adults and children. She stated that she thought the count for computers use was off – less than what should be there, as at least one adult was using them at least twice a week. New books were coming in and are being processed.

OLD BUSINESS:

The Board reviewed the amended policies from the January 19, 2023 meeting.

Michelle made a motion to reaffirm the Amendments and Review Policy with a 2nd by Cheryl. All approved.

Michelle made a motion to reaffirm the repeal of the Home Delivery policy with a 2nd by Jen. All approved.

Michelle made a motion to reaffirm the Volunteers Policy with a 2nd by Jen. All approved.

Michelle made a motion to reaffirm the Who May Use the Library Policy with a 2nd by Jen. All approved.

Michelle made a motion to reaffirm the Objectives Policy with a 2nd by Jen. All approved.

Salisbury Free Library
Trustee Meeting Minutes, pg 2
February 7, 2023

Jen announced that the frame for the puzzle has been lost in transit and she has been unable to contact Amazon in order to track it. The glue to assemble the puzzle has arrived. She will continue to try to contact the vendor to see what can be done. Chris will contact Melissa to see if she has a tracking number or additional information.

The new fireproof file cabinet has been placed in the corner of the bathroom as the office is too small.

NEW BUSINESS:

Following some discussion, the Board agreed to give administrative right to the library's Face Book page to Megan Philbrick, the Children's Librarian. As soon as that is done, all passwords would be changed.

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

MEETING ADJOURNED: 7:43

NEXT MEETING: February 21, 2023 @ 6 PM - Policy Reviews
March 7, 2023 @ 6 PM

Respectfully submitted,

Christine Dixon
Secretary