

Salisbury Free Library

Trustees Meeting Minutes ~ approved with modifications to the candidate's identity 3/7/23  
February 27, 2023

Michelle called the meeting to order at 11 AM

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

GUESTS: Gayle Landry, Seeley Longnecker

Candidate for Director interview, hereinafter referred to as: candidate.

The Board of Trustees and guests met to interview the candidate for Director of the library (via Zoom) whom had submitted a resume and cover letter for the Board's consideration. The candidate was unable to attend in person due to a medical condition. This candidate was recommended by former Salisbury Free Library's Director, Mindy Atwood. The candidate introduced herself. The Board and guests then introduced themselves in turn. At Michelle's request, the candidate asked questions of the Board regarding the children's programs, library attendance, and community participation, the library's web page, general circulation and whether or not courses might be available through NH State Libraries toward a certificate.

The Board then each asked two questions, related to hours, budget management and development, book selection and purchase, collection enhancement, computer and social media skills and staff management skills and experience.

The candidate is currently employed as an assistant librarian and she indicated that she would give her notice in that position if selected as Directory by the Salisbury Free Library.

A salary range of \$18.50 to \$20.00 was provided by Michelle.

Once the Zoom session ended, the Board discussed the session and interview. All agreed that the Board and staff needed to meet the candidate in person as soon as she was able to do so. Michelle stated that the staff would be paid for their attendance at that meeting. Jen will send out the notice as soon as the candidate indicates that she can attend. Jen will send a meeting reminder to the staff.

There being no further business before the Board, Michelle made a motion to adjourn with a 2<sup>nd</sup> by Cheryl.

Meeting adjourned at 12:09 PM

**NEXT MEETING: March 7, 2023 at 6 PM.**

Respectfully submitted,

Christine Dixon  
Secretary

