

Salisbury Free Library - Trustees Meeting 11/9/21

Present: Michelle Carr, Jen Hoyt, Pam Monaghan,
Chris Dixon, Katherine Bollenbach; absent:
Kathleen Anderson, Cheryl Bentley. No guests.

Michelle called the meeting to order at 6:35 pm.

Michelle made a motion to close the Library on Nov 11th in honor of Veterans Day, which was omitted from the Library's Holiday list for 2021. 2nd by Pam. Approved.

Director's Report: See attached

Michelle made a motion to increase the Heritage Quest approved cost by \$1500 - from 85⁰⁰ to 100⁰⁰. 2nd by Pam approved.

• Little Free Library (LFL) A motion to establish LFL at the Safety Complex was made by Michelle & 2nd by Pam. Security Cameras, plus ease of access were the deciding factors. Approved. Jen Hoyt will make and install at the Safety Complex. The Library will maintain and register the LFL.

• Jen will look into a coordinated spreadsheet for salary, budget and hours for ease of review. Option for a read only.

• It was agreed to keep the paperwork - regarding construction - that was water damaged. An option to scan them into the computer was agreed upon as an ongoing project. The papers will

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stored in the attic in waterproof containers.

Resignation

Katherine has tendered her resignation effective Nov 27. She begins a new position on 11/29 w the Salem NH Library. The job description was reviewed and amended to read "Starting salary is commensurate with experience." Applications to be accepted until position is filled.

Katherine will be avail on a limited basis, 1 day per week to assist with training after starting new position with Salem. Judy or Megan will attend Trustee meeting going forward until a new director is selected. Michelle will ask Gayle Landry and Seely Longrecker if they would assist in the search and/or interviews of candidates. A new g-mail e-mail account will be set up by Jen to receive and correspond with candidates. The position will be posted on NH Jobline, NHAIS-L, the Town and Library's web sites.

Resignation accepted with regret.

Minutes of Oct 5th

Pam made a motion to accept with an amendment to add "See attached" for each report read and change "Draft" to: "Approved 11/9/21." 2nd by Chris. Approved.

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4th Qtr Payment: Selectman Brett Walker had indicated that the Library was over its payroll budget. Following Michelle's research, it was determined that the Town had made a miscalculation and overpaid the 4th qtr. On Nov 4, Ch #1648 in the amount of \$3,745⁰⁰ was returned to the Town. A receipt was requested. See attached cancelled check.

Operations Report: See attached.

Payroll Report: See attached. Pam to amend total credits to \$10,175⁹⁶.

- A meeting to exclusively focus on policy updates was set for Jan 18th at 6:30. To be an open session.
- Budget Committee passed the Library 2022 budget with its 2% increase.
- Draft of days closed / holidays was reviewed. New Years eve 2022 was added. Motion to approve by Chris, 2nd by Pam. Approved
- List of Meeting Dates 2022 reviewed. Motion to approve by Michelle. 2nd by Pam. Approved
- Funds for the Story Walk project will come from Kepper. An amendment to the 2022 budget will need to be done. \$200⁰⁰ was suggested. Motion by Michelle 2nd Chris Approved

(over)

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Pam requested a break from Payroll & Salary. Will not re-run as Trustee. A new bookkeeper will also need to be found as Kelly has taken a full time job. Pam will ask for a recommendation from her. Jon has agreed to manage both accounts. Pam will continue as an alternate only.

Next meeting: Dec 7th at 6:30.

Michelle made a motion to adjourn at 8:01
2nd by Chris.

Respectfully Submitted.
Christine Dixon, TTE.