

Salisbury Free Library

Trustee Meeting Minutes ~ Approved 4/4/23

March 7, 2023

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

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

GUESTS: Gayle Landry, Seeley Longnecker, Megan Philbrook

MINUTES: Feb 7, 2023: The Board reviewed the minutes from the February 7, 2023 meeting. Michelle made a motion to accept the minutes with a 2nd by Nan. All approved.

Feb 21, 2023: The Board reviewed the minutes from the February 21, 2023 Policy Review meeting. Michelle made a motion to accept the minutes with a correction to 2 typos with a 2nd by Cheryl. All approved.

Feb 27, 2023: The Board reviewed the minutes from the February 27, 2023 meeting and interview with a candidate for Library Director. Michelle made a motion to amend the minutes to protect the privacy of the candidate by removing proper names and not making public the candidates cover letter and resume. The motion was seconded by Nan. All approved.

TREASURER'S REPORT: SEE ATTACHED

Jen read the report to the Board. She also advised that the CDs had finally been invested into the various annuities and that the interest rates were even higher at this point. Some discussion followed as to whether the Board wished to cancel a book order through Baker and Taylor in the amount of \$28.61, an encumbered 2022 expense. Chris made a motion to table the Baker & Taylor invoice until the April meeting in the hope that the books will arrive with a 2nd by Cheryl. All approved. Jen also advised that due to an issue with purchasing and down loading Microsoft Word, a home and student version was purchased and downloaded for the Trustee laptop computer in the amount of \$130.00.

DIRECTOR'S REPORT: In the absence of a Director, no report was given.

OLD BUSINESS: Cheryl handed out and explained a document she prepared for tracking Director's tasks that will be done by the library staff in order to track the hours used as well as for payroll hours. The hours are limited to 12, with a running total to be kept. This process will continue until a new Director is hired and appropriately trained to assume those tasks.

NEW BUSINESS: Town Meeting will be Tuesday, March 14th. Polls are open 11-7 with the business meeting starting at 7 in the Town Hall. Vote for your Trustees.

The NHLTS spring conference will be held Tuesday May 9. Trustees who are interested in attending can register on line.

Updating the Websites: The Board discussed the various issues of having employees updating web sites after work hours and not being paid. It was agreed that if the web site required updating after hours that a Trustee would be authorized to do so. Jen agreed to do any afterhours updating to the web site.

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The Salisbury Haunted Woods has made a donation to the library for children's programming. Nan made a motion to accept the donation for the library's children's programs with a 2nd by Cheryl. All approved. Chris will send a thank you note.

The Board reviewed the Employee Pandemic Policy and discussed amendments and changes. Michelle made a motion to accept the amendments and changes to the Employee Pandemic Policy with a 2nd by Nan. All approved. The new Employee Pandemic Policy may be viewed at the library during normal business hours.

NEXT MEETING: April 4, 2023 at 6 PM

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

Meeting adjourned at 7:03 PM

Respectfully submitted,

Christine Dixon, Secretary