

Salisbury Free Library  
Trustee Meeting Minutes  
April 4, 2023

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

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

2023 Town Election results: Elected: Michelle Carr, Jennifer Hoyt

Trustees re-elected to office: Michelle nominated Jen Hoyt as Treasurer with a 2<sup>nd</sup> by Cheryl.  
All approved.

Nan nominated Michelle Carr as chair with a 2<sup>nd</sup> by Nan. All approved.

Michelle nominated Chris Dixon as Secretary with a 2<sup>nd</sup> Cheryl. All approved.

Two alternate trustees are still needed.

MINUTES: The board reviewed the minutes from their March 7, 2023. Michelle made a motion to accept the minutes as printed with a 2<sup>nd</sup> by Cheryl. All approved

TREASURER'S REPORT: SEE ATTACHED

In Jen's absence, Michelle read the Treasurer's Report. The Haight and Kepper CDs have all been reinvested in annuities. The documentation will be kept secured in the fireproof file cabinet.

A final copy of the Treasurer's Report for the fiscal year 2022 will be presented with the check for unexpended funds in the amount of \$8,575.28. SEE ATTACHED.

Michelle moved to accept the Treasurer's Report with a 2<sup>nd</sup> by Nan. All approved.

Nan made a motion to return unexpended funds in the amount of \$8,575.28 to the Town with a 2<sup>nd</sup> by Michelle. All approved.

DIRECTOR'S REPORT: In the absence of a Director, Judy Preston read a report of what has been accomplished to date. She also reported the patron statistics for February as 91 adults and 56 children. The numbers for March were 130 adults and 76 children. Judy also asked the board for a clarification of the hourly time sheet for keeping track of doing Director's tasks. It was clarified as 12 hours per week.

OLD BUSINESS:

Salisbury Haunted Woods: Chris confirmed that a Thank You card has been sent.

Planned Programs: Chris has contacted The Magpie's Apprentice for a date for her presentation on Growing a Healing Garden. She has openings in May, June and September. The board agreed to offer her several dates to choose from, all on Friday or Saturday in May and early June. The cost is \$165 plus approximately \$70 for mileage. Chris will contact Gayle to advise her of the dates, in the event the Friends of the Library would like to hold their meeting in conjunction with the presentation.

Michelle has been in contact with Bee Bopp Labs regarding a presentation on Ticks and related diseases. Following some discussion, Michelle made a motion to book her as a presenter provided her fee did not exceed \$200 with a 2<sup>nd</sup> by Cheryl.

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#### OLD BUSINESS CONTINUED

The board is considering an option for a presentation on one-room school houses in July thru a NH Humanities grant. The Salisbury Free Library was a one-room school house at one time. Megan will look into this.

The option for home delivery was suspended by a vote of the Trustees and it needs to be removed from the website. The board agreed to inquire if the Friends of the Library would be interested in offering this service.

The new policy updates also need to be updated on the website.

#### NEW BUSINESS:

The State Library has donated a code-able car: the Indy Sphero Car for children to interact with at the library under adult supervision. It is **not** to be removed from the library.

Michelle made a motion to accept the Indy Sphero Car from the State Library with a 2<sup>nd</sup> by Cheryl. All approved.

Megan has written a detailed policy for the use of the car and a copy will be handed out to the supervising adult or parents. Parents are liable for any damage to the car.

The State Library also made a donation of professional development books for the use of the library staff. Michelle made a motion to accept the donation of the professionals development books with a 2<sup>nd</sup> by Nan.

Following some discussion on improving communications between each of the library staff and also between the staff and the board, it was agreed that a monthly meeting of the staff without trustees being present would be a step in the right direction. Each employee would be paid a minimum of 2 hours to attend said meeting. The meeting should be indicated on their individual time sheet with the date and time. The meeting must take place – at the staff's discretion- when the library was closed. Those 6 hours (2 hours per employee) would reduce the 12 hours allowed for the Director's duties for that week.

A proposal for a seed library was received by the board for consideration. It was agreed that it was too late for this growing season and it was tabled until the August meeting.

A question arose regarding whether library staff could make up lost regular hours due to a library closure. Michelle made a motion to not allow employees to make up their regular time

when the library was closed – only Director’s duties could be done when the library was closed with a 2<sup>nd</sup> by Nan. All approved.

Judy discussed the need to attract the middle school and high school age group. Movie night was an option as well as a possible Dungeons and Dragons type presentation.

The board discussed the need for the library staff to hold a monthly meeting to promote communication between themselves and also between the board of trustees. Staff would be paid for 2 hours to conduct

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said meeting. The meeting would take place when the library was closed. Judy will advise the board as to when such meetings will take place. Staff should make a note on their time sheet that they attended a staff meeting as well as the date and time.

A non-public session will be set for April 18<sup>th</sup> for the Board to do the staff evaluations and other matters related to the staff that would normally fall to the library Director.

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

Meeting adjourned at 7:20.

Next Meeting April 18<sup>th</sup> – 6 PM, a non-public session.

Respectfully submitted,

Christine Dixon  
Secretary