

Salisbury Free Library  
Trustee Meeting Minutes  
June 6, 2023 ~ Approved 7/12/23

**PRESENT:** Cheryl Bentley, Michelle Carr, Christine Dixon, Jennifer Hoyt, Nan O'Neill  
**GUESTS:** Gayle Landry, Judy Preston (for the Library)

Chair Michelle called the meeting to order at 6:05 PM.

**MINUTES:** May 2, 2023 and May 11, 2023

The Board reviewed the minutes from the May 2<sup>nd</sup> meeting. A few typos were noted for correction. Nan made a motion to accept the minutes with the correction of the typos with a 2<sup>nd</sup> by Cheryl. All approved.

The May 11<sup>th</sup> minutes were not available for review and will be available for the next meeting.

**TREASURER'S REPORT: see attached.** Jen read her report to the Board. There were some questions regarding the amounts stated for the annuities. Jen will recheck the figures with the Franklin Savings Bank and make any corrections. Cheryl made a motion to accept the Treasurer's Report with a 2<sup>nd</sup> by Nan. All approved.

**LIBRARY REPORT: see attached** - In the absence of a Director, Judy read a report of the library's activities and patron count. Patron count and public use of the computers are both up. The story hour is well attended. The Little Library is getting lots of activity.

**OLD BUSINESS:** The Squam Lake Turtle program has been approved and is scheduled for October 14<sup>th</sup> at 11 AM.

With a full Board present the following policy changes were approved and adopted and become effective today June 6, 2023:

**Board of Trustees:** Jen made a motion to accept the changes to the policy with a 2<sup>nd</sup> by by Nan. All approved. The policy is hereby adopted and effective on this date.

**Personnel:** Nan made a motion to accept the changes to the policy with a 2<sup>nd</sup> by by Michelle. All approved. The policy is hereby adopted and effective on this date.

**Pandemic:** Nan made a motion to accept the changes to the policy with a 2<sup>nd</sup> by by Jen. All approved. The policy is hereby adopted and effective on this date.

**Photo and Video:** Jen made a motion to accept the changes to the policy with a 2<sup>nd</sup> by by Nan. All approved. The policy is hereby adopted and effective on this date.

#### **NEW BUSINESS:**

Orford Social Library has reimbursed Salisbury Free Library for 2 lost books. Jen will deposit the funds.

The following policies were reviewed by the Board:

#### **Inter-library Loan Policy:**

The Board reviewed the current policy and made a few minor changes. Michelle made a motion to accept the changes with a 2<sup>nd</sup> from Nan. All approved.

#### **Over Due Policy**

The Board reviewed the current policy. Some minor changes and typos were noted for correction. Nan made a motion to accept the changes with a 2<sup>nd</sup> by Cheryl. All approved.

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With a full Board present the approved changes to the above policies are hereby adopted and become effective today, June 6, 2023.

Policies to be reviewed at the July Board meeting:

Objectives

Who May Use the Library

All new and/or amended policies are available on the library's website and in the Policy Book at the library during normal business hours.

All changes or corrections to the above policies are fully adopted and effective due to the presence of a full Board of Trustees.

Following some discussion of the uses of the passes the library holds, it was agreed that the passes would be made available to anyone who requested them, regardless of whether or not they were library patrons or residents of Salisbury. The goal of the passes is to broaden the use of and contact with the library and all the services it offers.

The Board was made aware that children have been coming into the library barefoot. All agreed to have a sign posted stating: ***Shoes and Shirts Required.***

If there continue to be issues, a verbal request will be made to the adult in charge to correct the situation - the date and time to be noted.

A 2<sup>nd</sup> offense will result in a written letter from the Trustees.

A 3<sup>rd</sup> offense may result in the loss of library privileges, at the discretion of the Board of Trustees.

There has been an application submitted for Director. The Board will meet with the candidate on June 7<sup>th</sup> at 6PM. Seeley Longnecker and Gayle Landry have been invited to join the Board in the interview process.

**BOOK CLUB:** Gayle noted that the last gathering of the Book Club will be at the end of June and suspended for July and August. The Club will resume meetings at the end of September.

Gayle also indicated that the Friends of the Library have purchased a brick in memory of Pam Monaghan, a long term member of the Board of Trustees as Co-Treasurer who passed away May 29<sup>th</sup> following a long illness. Chris mentioned that the gardens at the back of the library were in the process of being restored and would now be completed in her memory. Pam and the 4-H group originally constructed them as a project. Gayle stated that the Friends would be pleased to pay for a memorial sign to place in the garden.

The Board discussed the pending interview and Gayle made several suggestions for interview questions. Nan stated that she would be happy to put together an outline that consisted of those questions and others that the Board should ask.

Megan received an email from an author who has written his family's story of a pickle who is a super hero. He offered to come read it during a story hour. Meagan will contact him and setup a date.

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

Meeting adjourned at 7:52 PM

**Next meeting: June 7, 2023 at 6 PM**  
**July 11, 2023 at 6 PM (due to the 4<sup>th</sup> of July holiday)**

Respectfully submitted,

Christine Dixon  
Secretary