

Salisbury Free Library
Trustee Meeting Minutes
June 27, 2023 ~ Approved 7/12/23

In Michelle's absence, Chris called the meeting to order at 7:02 PM

PRESENT: Cheryl Bentley, Christine Dixon, Nan O'Neill

GUESTS: Nicole Morency - candidate for Director

The purpose of this meeting was to conduct a second interview with a candidate for Library Director. No minutes or reports were reviewed or approved at this meeting.

Nicole was presented with the updated copy of the job description for Library Director and a proposed contract for employment. The board reviewed the job description with her and she asked several questions related to meeting duties and regular hours. The employment contract was also discussed: the hourly rate and potential increases at the end of the 90 day probation, as well as at the 8 month review. Nicole was given the option to take the contract home and discuss it with her family.

Chris made a motion to accept the contract as valid and accepted upon Nicole's signature with a 2nd by Cheryl. All approved.

Nicole stated that she would sign the contract in our presence. Chris, Nan and Cheryl signed the contract and it would be left in Michelle's folder for Jen and Michelle to sign as well. She agreed to start on July 11th at 1 with Judy, and will also be at the Library on that Thursday. She is then on a scheduled vacation. Regular hours will be set when she returns and has met with the staff to review their hours. There is a second scheduled vacation the second week in August. Chris advised her that Jen would contact her in the next few days to complete employment paperwork. The Board welcomed her to the library.

There being no further business to come before the Board, Chris made a motion to adjourn with a 2nd from Nan. All approved.

Next meeting: July 10, 2023 at 6 PM

Respectfully submitted,

Christine Dixon, Secretary