

Salisbury Free Library

Trustee Minutes

August 1, 2023 ~ Approved 9/5/2023

In Michelle's absence, Chris Dixon called the meeting to order at 6:07 PM

PRESENT: Cheryl Bentley, Chris Dixon, Nan O'Neill. Michelle arrived at 6:21.
Director Nicole Morency

GUESTS: None

MINUTES: The Board reviewed the minutes from their July 12, 2023 meeting. Cheryl made a motion to accept the minutes with the correction of 2 typos and the insertion of Nan O'Neill's name as having attended the Selectmen's meeting on June 21, 2023. with a 2nd by Nan. All approved.

TREASURER'S REPORT: see attached

The Board reviewed the Treasurer's Report in Jen's absence. Nan made a motion to accept the Treasurer's Report with the insertion of the amounts for checks 180 and 181 with a 2nd by Cheryl. All approved.

Nan inquired what the balance was of the donation from the Salisbury Haunted Woods now that the costs for two children's programs had been deducted. Jen will provide that information at the next meeting.

It was also noted that Jen's report had been done prior to the end of the month, so some of those balances that post interest at month end will need updating. No balances for the annuities was available.

Michelle will email Jen with regard to having Luca attend the September 5th meeting of the Board, preferably at the earlier time of 5:30.

DIRECTOR'S REPORT: it was agreed to review the Director's report and the end of Old and New Business discussions.

OLD BUSINESS:

Book Challenges: Due to the complex nature of this issue, the Board has agreed to wait until a full Board can be present at a meeting set specifically to discuss book challenges. The meeting was set for Tuesday, August 22 at the earlier time of 5:30 PM.

Old Home Day Book Sale: As volunteers under the direction of the library Director, Michelle and Chris will conduct the outside segment of the book sale and should plan to arrive at the library at 8 AM.

Chris and Michelle will each sign a library volunteer form.

2024 Budget: Michelle and Nan reviewed the draft of the proposed budget with the Board. Discussion followed related to operations expenses, increased costs of books and supplies as well as payroll hours. Director Nicole stated that there is patron demand for additional

morning hours. The Board discussed options to determine whether or not that was workable with regard to staffing and payroll hours. No decision was made and it was tabled until the September meeting and further discussion.

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NEW BUSINESS:

Chris reported that she and Jen had attended the Selectmen's meeting, at their request, where once again we were given less than 24 hours notice via email.

The first issue presented to the library by Town Administrator April Rollins, was related to the library's request for a water jug to replace the empty one at the library. She informed us that apparently our cleaning person has been bringing water from the Town to the library and that the Town is now requesting payment for water and the rental on the cooler.

The day after the Selectmen's meeting, Chris made contact with prior trustees to determine what the time frame may have been when the water cooler was installed at the library. She was informed that sometime between 2014 and 2016, the water cooler was placed in the library due to the results of a water test and not at the request of the library. The library and Town Hall share a well and septic system. A review of the minutes from that time period will be done. Up until this point, the Town has provided and paid for both the water and the cooler rental. It should also be noted that the library does not plug the cooler in.

Some discussion followed. Michelle will request a copy of the water test in question. The Board agreed that due to the length of time that has passed, that perhaps a new water test should be done by the Town, with a copy provided to the library. The Board will review the results of the new test to determine whether or not a water cooler is a necessity for library staff and patrons.

The second issue, also presented by the Town Administrator was that the Town would no longer pay for background checks for library staff, as they are not Town employees. April stated that the library would be billed for the new Director's background check in the amount of \$25.00. Nicole confirmed that the library had received a bill from the Town for the background check.

DIRECTOR'S REPORT: see attached.

Being new, Nicole had many questions and requested clarification on several matters. She also reported that Megan had turned in her two week notice. The Board accepted the resignation with regret and wish her happy and fun future. Some discussion followed regarding advertising

the position. Nicole will post the position on the library's web page and make arrangements for it to be posted on the Town's site as well.

Michelle made a motion to go into non-public session pursuant to RSA91:A, 32c with a 2nd by Chris. A roll call vote was taken.

Michelle YES

Cheryl YES

Chris YES

Nan YES

A non-public session began at 8:07.

The Board returned to a public session at 8:27.

Michelle made a motion to seal the minutes of the non-public session with a 2nd by Cheryl. All approved.

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

Meeting adjourned at 8:29.

Next meeting: August 22, 2023 at 5:30 PM ~ book challenge
September 5, 2023 at 5:30 PM ~ regular meeting

Respectfully submitted,

Christine Dixon
Secretary