

**Salisbury Free Library  
Trustee Minutes  
September 5, 2023**

At 6:10 pm the meeting was called to order

**Present:** Michelle Carr, Cheryl Bentley, Nan O'Neill, Jennifer Hoyt & Director Nicole Morency

**Guests:** Gayle Landry

**Minutes:** Cheryl moved to accept the 8/1 minutes with two typo corrections with a 2nd by Michelle. All approved.

Michelle moved to accept 8/22 minutes with no corrections and a 2nd by Jen. All approved.

**Treasurer's Report:** attached

Jen read the treasurers report and Michelle moved to accept with 3 typo corrections and a 2nd by Nan

Discussion about continuing Hoopla followed. Nicole reported that 11 patrons used in August and she had a bill for \$27.25. Jen suggested we continue for 1 more year with a \$300.00 deposit to the Hoopla account. We agreed to market it and compare it to other similar services over the year.

Michelle moved to deposit \$327.25 to theHoopla account to cover the year and the recent bill. We had a 2nd from Cheryl. All approved.

**Director's Report:** attached

Highlights of the report as follows:

-Nicole joined the NH Library Association and signed up for a weeding workshop on 9/19. Cost of each \$15.00. Michelle moved to reimburse Nicole for both and a 2nd from Cheryl for the \$30.00 reimbursement.

-Old Home Day (OHD) book sale brought in \$237.39. There was unresolved discussion of if, how or when these funds need to go to Friends of SFL.

-Overdrive bill for \$475.00 usually covered by Friends of SFL was presented. Gayle will have to check with Seelye about funds to cover that bill.

-39 children signed up for the Summer Reading Program. 26 children turned in their logs and 419 books were read.

-Thursday morning story time was well attended with an average of 8 children in attendance.

-August patronage numbers: 294 adult visits & 249 youth visits  
Other stats for August: Hoopla-11 Patrons, Overdrive-136 checkouts, KOHA-498 checkouts (ILL to our patrons included), KOHA-71 checkouts through ILL to other NH libraries.

-Children's librarian position now empty and Nicole is needing 2 hours minimum to cover those duties. Recent applicant withdrew her application as she needed more hours.

-Survey- 23 responses. They would appreciate morning hours like the summer two hours on Thursday. Board will consider the impact to budget.

-Other director suggestions were a toddler story time, 'see the stars' evenings to make use of telescope, Adult craft afternoon, paint night in November.

-Need for new/used moveable shelf to organize juvenile section. Need back up ink cartridge for printer, Advertisement for Humanities event, Avast free edition installed on two staff computers.

### **Policy updates:**

We reviewed the edited Card holder form, Request for Reconsideration Policy and Collection Development Policy. Rewrites will be reviewed at next regular meeting. Cheryl moved to accept Library Card Application form with corrections of 8 typos and a 2nd came from Nan. All approved.

Michelle moved to accept the Request for Reconsideration form with correction of 3 typos and we had a second from Jen. All approved.

### **Budget:**

We agreed to consider the extra hours but need to go into non-public to discuss employee raises. Work on budget can not continue without those new numbers.

**Friends Of Salisbury Free Library:** Gayle Landry said there were many updates needed to the website. Now that we have a director, we hope that it will be updated routinely. Chris said the plaque for the garden is ordered.

Michelle moved that we go into non-public meeting pursuant to RSA91:A, 3C with a 2nd from Cheryl. A roll call vote was taken.

Michelle Carr. YES  
Cheryl Bentley YES  
Jennifer Hoyt YES  
Nan O'Neill. YES

Non-Public session began at 8:07.

The board returned to public session at 8:35. Michelle moved to have non-public minutes sealed and a 2nd came from Jen. All approved.

Jen told Nicole the budget would cover new book needs because of salary budgeted and not used for a director for the year.

Budget non-public meeting scheduled for 5pm on September 25, 2023

Michelle moved to adjourn and we had a 2nd from Cheryl. All approved.

Meeting adjourned at 8:43

**Next meeting - 9/25/23 - non-public budget**  
**10/3/23 Regular meeting**

**Respectfully submitted by Nan O'Neill standing in for Christine Dixon Secretary**

