

Salisbury Free Library
Trustee Meeting Minutes ~ APPROVED 10/3/2023
September 25, 2023

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

PRESENT: Cheryl Bentley, Michelle Carr, Chris Dixon, Jen Hoyt, Nan O'Neill

GUESTS: None

This meeting of the Board is a workshop on the library budget and as such, no minutes or reports will be reviewed or accepted.

NEW BUSINESS:

Chris and Jen both attended the Selectmen's meeting on the 20th as requested by the Town Administrator. When the Town Administrator was asked via email the reason the library had been added to the agenda, no reply was received. Chris reported that the reason the Trustees were requested to attend the Selectmen's meeting was apparently only to confirm that the library still wished to add RSA 202-A:4-c, *Trustees' Authority to Accept and Expend Gifts* to the Town Warrant for acceptance at the Town level. Chris and Jen both confirmed that the Trustees do want that added as a warrant article. Jen will provide a copy to them.

The library was also listed on the agenda under Town departments and it would seem prudent to provide the Selectmen and the Town Administrator with the correct documentation that libraries are by law, not considered Town departments. The more appropriate location for the library issues on the agenda would be under new or old business.

There was some discussion regarding the number of meetings the Board has had to call in order to promptly address various matters. It was decided that two meetings a month on the first and third Tuesday seemed a good solution. If the 2nd meeting was not needed it could be canceled. There was also some discussion regarding doing one posting of our meetings schedule that included several months.

Nan made a motion to change our meeting schedule to the 1st and 3rd Tuesday of each month, beginning in December. In the event that a second meeting on the 3rd Tuesday was not needed, then it could be canceled and posted as such. Michelle seconded. All approved.

BUDGET:

The Board reviewed last year's budget with the prepared draft of the 2024 budget. The amazing increased costs to books and supplies, as well as operating increases to the telephone and internet were taken into consideration. Payroll was discussed and various percentages to wage increases were reviewed. We have a Director now, but are still seeking a Children's librarian. Patrons are also requesting additional morning hours. Salisbury Free Library is open 20 hours per week, however, the State Library suggests a minimum of 22 hours for Town libraries. Following additional discussion, an increase of approximately 4.3% was agreed upon. The total draft budget to be presented is: \$48,605.50. \$44,761.00 would be the Town portion and the library will contribute \$3,844.50 towards books and programming from its investment portfolio, ie: the Kepper funds, a bequest to the library by library

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benefactor, Dr. John Kepper, as well as funds from the Patten Estate and a donation from the Salisbury Woods Haunted Barn and Trail. This draft budget will be reviewed by the Selectmen on Wednesday Oct 4, 2023, at 7 PM. Trustees are encouraged to attend and invited supporting patrons.

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

Meeting adjourned at 7:25.

NEXT MEETING: Tuesday, October 3, 2023 at 6 PM – Regular Trustee meeting
Wednesday, October 4, 2023 Selectmen’s meeting at 7PM – review draft budget.
Monday, October 16, 2023 Budget Committee at 7PM

Respectfully submitted,
Christine Dixon, Secretary