

Salisbury Free Library

Trustee Meeting Minutes

October 3, 2023 ~ approved 11/7/23

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

PRESENT: Cheryl Bentley, Michelle Carr, Christine Dixon, Jen Hoyt, Nan O'Neill
Nicole Morency, Director

GUESTS: None

MINUTES: The Board reviewed their draft minutes from the **September 5th** regular meeting. Michelle made a motion to accept the minutes with the correction of a few typos and the insertion of 'all approved' after each motion with a 2nd by Cheryl. All approved.

The Board reviewed the draft minutes from the **September 11th** special meeting. Michelle made a motion to accept the minutes as printed with a 2nd by Jen. All approved.

The Board reviewed the draft minutes from the **September 25th** special meeting on the budget. Nan made a motion to accept the minutes with the correction of 2 typos and adding; "Salisbury Haunted Woods and Trail and the Patten Estate" into the section that states the portion the library will contribute to the budget. There was a 2nd by Michelle. All approved.

TREASURER'S REPORT: SEE ATTACHED

Jen reviewed the Treasurer's Report with the Board. Nan made a motion to approve the report with the correction of a few typos with a 2nd by Cheryl. All approved.

DIRECTOR'S REPORT: SEE ATTACHED

Nicole reviewed the Director's Report with the Board. She stated that she had not heard back from the Friends with regard to their decision on whether or not to continue to pay the invoice for NH Downloadable Books as had been discussed at the September 5th Trustee meeting. Following some discussion, Chris made a motion to pay the invoice in the amount of \$475 for NH Downloadable Books to the Park Street Foundation with a 2nd by Cheryl. All approved.

Nicole also stated that there had been an opportunity to use the new library card form and thought it needs some additional tweaking: a place to add the library card number and perhaps a second contact person. Michelle made a motion to allow Nicole to edit the application form for a library card with a 2nd from Nan. All approved.

Following some discussion related to Nicole's attendance of meetings and training, Michelle made a motion to allow Nicole to attend Zoom meetings from home with a 2nd by Nan. All approved.

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Nicole further noted that she will be on vacation and unreachable from 10/27 -11/4.

OLD BUSINESS:

Water Test: In response to the Town Administrator's statements related to the water cooler in the library in August, Cheryl will inquire with the Town if there is a water test on file and if so, obtain a copy. She will also inquire whether there is a filter on the system, its location and the maintenance schedule - when it was last done and by whom. If none of this information is available, Cheryl is authorized by the Board to request a new water test on behalf of the Trustees. The Library and Town Hall share a well and a leach field.

Book Challenge:

The Board reviewed the two policies that will require the Town attorney's review before accepting them a policy. They are the policies on Materials Collection and the other is Reconsideration of Materials or Programs in the event of a challenge. They will both be presented to the Selectboard at their meeting on Wednesday October 4th with a request for review by the Town's attorney.

2024 Budget:

The Board reviewed the final draft of the 2024 Library Budget. No changes were made. The Budget will be presented to the Selectboard at their meeting on October 4th at 7 PM.

The Board reviewed the changes to the Exhibit and Display Policy. There was no discussion. Michelle made a motion to accept the Exhibit and Display Policy with a 2nd by Cheryl. All approved.

NEW BUSINESS:

The Director is scheduled for her 90-day review. Following some discussion, Michelle will recuse herself, due to the personal relationship. The review will take place on Monday October 9th at 6 PM at the library in a non-public session pursuant to RSA 91-A:3, II.

Two Trustees are up for re-election: Cheryl and Nan. Both are 3? year terms and they will need to file an intent to run with the Town Clerk when that date is announced.

The Derry Library has effectively given notice that they will no longer allow parental visitation at their facility due to an incident there. They will forward paperwork used in that regard to SFL for our review and consideration.

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

Meeting adjourned at 7:58 PM.

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NEXT MEETING: October 9th at 6 PM – Director’s 90 day evaluation [Non-public]

October 16th at 7 PM – Budget Committee, Academy Hall

November 7th 6PM – Trustee regular meeting

Respectfully submitted,

Christine Dixon, Secretary