

Salisbury Free Library

Trustee Meeting Minutes – APPROVED 12/5/2023, Amended 12/19/23

November 7, 2023

Nan O'Neill called the meeting to order at 6 PM.

PRESENT: Cheryl Bentley, Christine Dixon, Jennifer Hoyt, Nan O'Neill, Nicole Morency

ABSENT: Michelle Carr

GUESTS: Luca D'Italia, Independence Financial Advisors

Seelye Longnecker, Gail Henry, Gayle Landry

INVESTMENT PRESENTATION:

Luca D'Italia spoke to the Board regarding the type of investment that the Haight and Kepper funds were deposited into. The Haight fund, by bequest, must maintain and protect the principal amount, using only the interest generated. The Kepper fund has no stipulation with regard to principal or interest. Both funds are invested in fixed index annuities – a CD alternative. The Haight fund is invested for a 10-year term, the Kepper is for 7 years. The annuities are tied to the S&P 500 and each has a cap of 9.65 % regardless of how high the index goes. There are variable rates for each and the investment strategy can be changed in the 11th month, effective at 12 months. It will be at the end of that period that a statement will be issued on the annuities to determine income. A statement will be issued in February 2024. 10% of the account principal balance of the Kepper funds may be withdrawn annually without penalty. The interest from the Haight and Kepper funds can be taken annually without penalty or reinvested.

MINUTES:

October 3, 2023 – The Board reviewed the minutes of October 3, 2023. Some discussion followed regarding typos and spelling corrections. Nan made a motion to accept the minutes with the correction of the typos and spelling with a 2nd by Cheryl. All approved.

October 9, 2023 – The Board reviewed the minutes of the special meeting of October 9, 2023. Following some discussion, it was agreed that the motion to seal the minutes of the non-public portion of the meeting should be noted after the Board returned to public session and that the portion of the meeting where the Director's new pay rate was discussed was inadvertently omitted and needs to be included. Jen made a motion to approve the minutes with the correction of the typos and the inclusion of the missing section related to the Director's new pay rate, with a 2nd by Cheryl. All approved.

TREASURER'S REPORT: see attached (attached reports are available for review at the library during regular business hours.)

Jen reviewed the Treasurer's Report with the Board. Jen advised the Board that an 18-month CD was now available through the Franklin Saving Bank at 4.41% interest. Some discussion followed regarding the amount in the saving account of \$26,606.17 and whether or not the Board should consider taking a

November 7, 2023

portion of that amount and moving it to the 18 - month CD. The saving account is currently earning less than 1%. Various amounts were discussed. Chris made a motion to move \$18,000 from the savings account into the 18-month CD offering 4.41% offered by Frankling Savings Bank with a 2nd by Cheryl. All approved.

Nan made a motion to accept the Treasure's Report with a 2nd by Cheryl. All approved.

DIRECTOR'S REPORT: see attached

Some of the highlights of the report were that 116 adult patrons used the library in October and 83 children. There were 456 check outs, 125 Overdrive patrons, 5 patrons of Hoopla. 82 people pulled up the library website and there are 9 new patrons to the library.

The Squam Lake Turtle presentation was very well attended with 37 adults and children. The total cost with mileage was \$339 and was paid from the funds donated by the Salisbury Haunted Barn and Trail. Additional programs for 2024 are in the works – Fish and Game will talk about the survival of moose in NH on February 10th at 11 AM. This is a free event.

The pumpkin painting story hour was well attended with 11 children participating.

The new bookshelf was delivered and assembled. Thank you to Jim Hoyt for getting it uncrated and moved inside. Michelle and Chris did the assembly.

Nicole requested permission from the Board to post a sign reminding patrons and visitors that if they are not feeling well, to please do not enter the building. Chris made a motion to approve the posting of the "If you are sick..." sign with a 2nd by Cheryl. All approved.

OLD BUSINESS:

WATER TEST:

Cheryl reported that the Town had no record of a water test for the well that the library and the Town Hall share. When she contacted Chuck Bodine, he stated that he had no record of a test. Cheryl spoke with the Town Administrator again who advised her that Epping Well maintained the filter system and well on the buildings, but did not know what their schedule of maintenance was. Cheryl advised her she would contact Epping Well and that the Trustees wished to have a current water test to evaluate whether there was still a need for the water cooler currently in use for drinking water at the library. The water testing fee will be paid for from the library budget. She further asked April to add the library to the Selectmen's agenda to request formal permission to do the water test - given that it is a Town building. That meeting will take place November 15th. Jen Hoyt will make that request.

DOOR: The Board of Selectmen approved the use of Essex Green paint for the side entrance door to the library. The Door has been painted with donated paint and labor. Some discussion followed regarding cleaning up the Book Drop box of old adhesive and green algae. Lighter fluid was

November 7, 2023

suggested for cleaning the old adhesive and TSP with bleach for the algae. Once those issues are resolved, the condition of the paint on the box can be evaluated.

NEW BUSINESS:

Nicole has indicated a willingness to take over the position of the Children's Librarian. Nan made a motion to table the discussion until the December meeting regarding a Children's Librarian and Story Hour with a 2nd from Jen. All approved.

Cheryl brought a painting she did at the Andover HUB's Paint and Sip program held Saturday, November 4th. Both Cheryl and Chris attended and said that it was really a fun and educational evening. The Board expressed strong interest in having this type of event at the library. Chris stated that she would contact the artist with regard to her availability and report back to the Board in December.

The Board reviewed the 2024 Library Holiday Closures. See attached. Nan made a motion to accept the Holiday Closures list for 2024 with a 2nd by Cheryl. All approved.

The Friends of the Salisbury Free Library presented documentation – SEE ATTACHED - in the form of emails of their reinstatement by the NH Department of State as of September 27th and their updated status and return to one of Good Standing with The Charitable Trusts Division of the Attorney General's Office as of September 28th. The emails will be attached to these minutes and will be available at the library during regular business hours. Seelye expressed a desire to return to our former positive working relationship. The Board expressed a wish for the same. The Board was pleased that this matter was able to be quickly resolved. When asked why the Board of Trustees chose to address this information in such a formal manner – sending a certified letter, Nan explained that as the library has recently been called to task before the Selectmen for perceived, though unfounded mis-steps with regard to protocols and procedure, the Board felt it was necessary to follow the protocols for formal notice in this matter. Seelye then asked why the special meeting on September 11th was not a non-public session since the Board met to review and discuss the documents received from the Charitable Trust Division and the Secretary of State's office with regard to the status of the Friends. Jennifer attempted to explain that we were advised by Diana at the Department of Justice that it could not be a non-public session because we were a public board and discussing a public charity, so it had to be a public meeting. The Board mentioned no names in order to protect individuals. Only the Friends charity group was discussed. Some discussion followed. Seelye also noted that the Friends were not on the agenda for that meeting. Jennifer stated that she did not have an answer to that as she did not prepare that agenda. Chris noted that Friends' member, Gayle Landry is typically at most Trustee meetings. Seelye also questioned why the Board voted to pay a bill that the Friends have typically paid in the past. Nan stated that the bill was presented to Gayle at the September meeting. Gayle advised that she would need to discuss it with Seeley. There had been no information forthcoming regarding whether the Friends had agreed to pay the bill by the Board's October meeting and another bill had been presented for payment.

November 7, 2023

A member of the Friends group was not present at the October meeting to provide an answer, so the Board voted to pay the invoice.

Both The Friends and the Board agreed to work on improving communication.

Gail Henry requested that the Board announce at the next Selectmen's meeting that the Friends have been reinstated as a charitable organization and are now restored to Good Standing. Chris noted that given the September dates on the documents received tonight, this could have been possible in early October. She said that she would do so at the next Selectmen's meeting, which is November 15th.

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

Meeting adjourned 7:34 PM

Next meeting: **November 13th - Budget Committee, 2nd review of library budget 7 PM**

November 15th - Selectmen's Meeting, water test 7PM

December 5th - regular Trustee meeting 6 PM

Respectfully submitted,

Christine Dixon, Secretary