

Salisbury Free Library

Trustee Meeting Minutes ~ Approved

December 5, 2023

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

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

GUESTS: None

MINUTES: The Board reviewed the minutes from their meeting on November 7, 2023. Following some discussion, it was agreed to include more of the details of the discussion regarding the payment of the bill Seelye had asked about. Two other typos were noted for correction. Jen made a motion to accept the minutes with the addition and corrections with a 2nd by Nan. All approved.

TREASURER'S REPORT: see attached (attached documents are available at the library during regular business hours)

Jen reviewed the report with the Board. She noted that some funds will be returned to the Town due to the vacancy of Childrens' Librarian. The final amount to be determined as Nicole has taken over some of those duties. Michelle made a motion to accept the Treasurer's Report with a 2nd by Cheryl. All approved.

Michelle noted that all reports to the Town were due the 1st week in January.

DIRECTOR'S REPORT:

Nicole stated that she was working on a draft of the library's report to the Town and it would be available to the Board prior to the meeting on December 19th for review.

PRINTER: There are still on-going issues with the printer adding color and lines to documents. Attempts to correct the problems have either been unsuccessful or short lived. Some discussion followed regarding the purchase of a new printer and what features were needed. The Board looked at several copiers on line. Michelle made a motion to allow Nicole to purchase a printer up to \$200 with a 2nd by Cheryl. All approved. Nicole agreed to look at what was available and either purchase a printer or report her findings at the meeting on the 19th.

HORSE EVENT: On Feb 24, 2024, Mr. Heisler would like to bring 2 of his draft horses and provide wagon rides. Mr. Heisler will provide a certificate of insurance to be given to the Town. Michelle made a motion to host the horse program with Mr. Heisler provided the certificate of insurance passed muster with the Town. There was a 2nd by Cheryl. All approved.

The Board further requested that a parent or guardian accompany a child in the wagon for the horse event.

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Nicole stated that the library had received a donation of Legos. Nan made a motion to accept the donation of the Legos with a 2nd by Michelle. All approved.

Nicole stated that a gently used Keurig coffee machine had been donated to the library along with 2 boxes of hot cocoa cups. Michelle made a motion to accept the Keurig and cocoa donation with a 2nd by Jen. All approved.

The library's gardening ladies donated evergreen swags with bows donated by Amanda Swendsen to decorate the library for the holidays. Michelle made a motion to accept the holiday decorations with a 2nd by Jen. All approved.

Popcorn and cider have been donated for the movie on December 16th. Michelle made a motion to accept the popcorn and cider donation with a 2nd by Nan. All approved.

The library received a donation of books and DVDs. Michelle made a motion to allow Nicole to accept any and all books, DVDs and art supplies going forward with a 2nd by Cheryl. All approved.

There was some discussion regarding the multiple shipping charges Amazon was imposing for items ordered at the same time, but shipped separately. Jen will look into the cost of obtaining a Prime account with Amazon for the library using the Trustee email.

Story Hour will change to once a month on a Saturday, beginning in January. The date and time still to be decided. In years past, the Director did Story Hour and following some discussion, it was generally agreed that rather than attempt to hire someone as a Children's Librarian given the very limited hours, that the Director will once again assume those duties. Michelle made a motion to have the library Director absorb the hours of the Children's Librarian. The number of hours the Director will receive will be determined by the hours included in the 2024 budget for the Children's Librarian. Those hours shall not exceed the 2024 budgeted dollar amount – the Children's Librarian 2024 salary divided by the Director's hourly rate. The motion was seconded by Nan. All approved.

It was noted that it worked out to approximately 181 hours per year, most of which would be used for the summer reading program. Nicole estimated approximately 3 hours per month planning plus the actual activity.

OLD BUSINESS:

Friends of the Salisbury Free Library: In order to improve communications with the Friends of the Salisbury Free Library going forward, all requests to the Friends for a purchase for the library must be in writing via email to all of the following: Seelye Longnecker, Gail Henry, Megan Philbrick, Gayle Landry, as well as an email sent to their general email address in the event there are changes to the above-named persons.

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Funds of the Library shall not be turned over the Friends. Funds over \$5000 require a special meeting in order to be spent. Michelle made a motion that no funds will go to the Friends unless they are actively in charge and working that fundraiser with a 2nd by Nan. All approved.

MINUTES: Following some discussion on the release of draft minutes, Nan made a motion to not post or publish draft minutes. Draft minutes will be available at the library during regular business hours. Michelle seconded the motion. All approved.

SELECTMEN'S MEETING – chairs and key: The Selectmen have requested that going forward, that if the library needs to borrow chairs from the Town Hall for an event, that the library please notify the Town in advance, if at all possible, but definitely by the next business day. The Trustees agreed. The key to the Town Hall has not been returned to the library as of today's date.

The Board discussed the purchase of chairs for the library, with patrons given the option to purchase and donate a chair and have their name placed on the back of the chair with "Donated by". No decision was made.

NEW BUSINESS:

SEALED MINUTES: There is a new law requiring library trustees to review old sealed non-public minutes to determine whether or not they should remain sealed. The Board will need to create a new policy regarding the review of sealed minutes – suggestions included a review by a quorum, review two years-worth every year, maintaining the original envelope and if resealed, the date of the original meeting and also the review date noted on a new envelope. Some questions arose regarding non-public minutes related to employees. A meeting will be scheduled to work on this new policy. No date was set.

Jen stated that the Volunteer Appreciation Dinner will follow the Selectmen's meeting on December 20th at 7 PM. All Trustees are volunteers.

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 8:37 PM.

Next Meeting: December 19th at 6 PM

Respectfully submitted,

Christine Dixon

Secretary

