

Salisbury Free Library
Trustees Meeting
Jan 4, 2022

Draft Approved 2/1/22
w/ amendment

Meeting called to order at 6:49 by Michelle

Present: Michelle, Pam, Cheryl, Chris

Absent: Kathleen, Jennifer,
Cheryl will vote this evening

Minutes:

Nov 9, 21 - motion to accept as printed by Chris
and Michelle - all approved

Dec 7, 21 motion to accept as amended by Chris
and Pam - all approved. Amended
to include: "see attached" and
"account" changed to Kepper transferred
funds.

Dec 20, 21 motion to accept by Pam, and by
Michelle all approved.

Treasurer's Report: See attached - not avail at meeting
Payroll Report: See attached
Encumbered funds - Tabled until 1/20/22 meeting

Director's Report: See attached

Judy noted that Mary would be out for approx
8 weeks and Trustees would be needed for coverage.
Michelle was working on the calendar to fill spots.

Old Business: Chris made a motion to accept
the \$1,000⁰⁰ estate distribution from the Patten Estate.
The distribution has no restrictions. and Cheryl.
All approved. Michelle signed the receipt
and would return it to the attorney.

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Michelle made a motion to reimburse Judy for batteries for the library's flashlight. 2nd Chris All approved.

New Business:

Staffing and duties for Jan & Feb were discussed in regard to Trustees filling in during Mary's absence.

2/1/22
amended

3/20/22 Elections: Chris will run
Kathleen has not declared.
Pam will not but will remain as an alternate

Town Report Submission - was reviewed & edited.

Policy Reviews 1/18/22 @ 6:30 to be posted.

Weather closings: Michelle made a motion to make Chris responsible for deciding if the library would be closed due to weather. 2nd Pam All approved.

A 4 drawer file cabinet is being donated by Greg Slosser of the Escape Room for trustee use in the library. Michelle made a motion to accept the file cabinet. 2nd Cheryl. All approved

At 7:32 Michelle made a motion to enter a non public session RSA 91-A:13, II (b) 2nd Cheryl All approved.

At 7:53 Michelle made a motion to end the Non Public session. 2nd Pam. All approved.

Michelle made a motion to seal the minutes of said non public session. 2nd by Chris All approved.

Michelle stated that we would expand our advertising for a new director. Discussion

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Followed and options were considered.
Michelle would look into an ad in the
Hearst Shopper.

There being no further business, Michelle
made a motion to adjourn. 2nd by Chris
All Approved

Adjourned 8:17
Next meeting Jan 18 6:30.

Respectfully
Submitted.
Christine Dixon TTE

SALISBURY FREE LIBRARY

January 18, 2022

Meeting Minutes

Non-public session began at 5:45pm

Michelle Carr made a motion to end non-public session at 6:49pm. Cheryl seconded.

Michelle Carr made a motion to seal the minutes, Cheryl seconded motion. All voted in favor.

In attendance at this meeting: Cheryl Bentley, Jen Hoyt, and Michelle Carr

The first policy to be reviewed was the Investment Policy. After reviewing policy, a motion was made to make no revisions by Michelle, Cheryl seconded, and the motion passed unanimously.

The next policy was the Personnel Policy. After review, the following motions were made:

- 1) Changes made to who gets paid if library is closed—changed to personnel who normally work 20 hours a week. Cheryl motion for the change, Jen seconded, motion passed unanimously.
- 2) Change “Librarian to Director” in policies reviewed tonight. Michelle made the motion; Cheryl seconded; motion was unanimously passed.
- 3) Jen motioned to remove section F. Cheryl seconded and the motion was passed by unanimous vote.
- 4) Remove the section about Librarian getting paid up to 3 additional hours a week and replace it with Director may work additional hours with Trustee approval. Cheryl made the motion, Michelle seconded, and the all voted yes to the motion.
- 5) Change paid vacation to only personnel normally working 20 or more hours a week, and allow all other employees up to 14 vacation days a year without negative impact to their employment. Cheryl made the motion, Michelle seconded, and all voted to pass the change.

The final policy to review was The Board of Library Trustees Policy. The following changes were suggested:

Section C.:1 -- Add the Trustees may elect to have a co-treasurer.

Section: I – remove the words “and income from any trust funds

Change Librarian to Director.

Cheryl motioned to adopt suggestions; Jen seconded; all voted in favor.

Motion made by Michelle to adjourn meeting, and Cheryl seconded it. Meeting adjourned 7:34 pm

Next meeting: February 1, 2022 at 6:30pm.

Submitted By: Michelle Carr