

Salisbury Free Library  
Trustee Meeting Minutes ~ approved 2/6/24  
January 18, 2024

Chair Michelle Carr called the special meeting to order at 6:31 PM.

As this is a special meeting, only minutes will be reviewed for approval. Monthly reports from the Treasurer and Director will not be reviewed at special meetings.

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

**GUESTS:** None

**MINUTES:** The Board reviewed their minutes from the January 2, 2024 meeting. Following some discussion and the notation of 2 typos, Nan made a motion to accept the minutes with the correction of the typos with a 2<sup>nd</sup> from Jen. All approved.

**TREASURER:** Jen noted that there would be no change to the amount to be returned to the Town, nor to any other year end totals. No additional adjustments had been required. A book ordered in 2022 had just been received and would be paid for from the 2024 library budget.

**OLD BUSINESS:**

WATER TEST – Cheryl has not been able to pick up the materials. She would notify the Board when the test was done.

POLICY APPROVAL: The Reconsideration of Materials policy was reviewed. Nan noted that a portion of one paragraph was missing. Nan made a motion to approved the policy with the correction with a 2<sup>nd</sup> from Jen. All approved. The required full Board was present.

**NEW BUSINESS:**

Nicole noted that the annual dues for the NH Library Association were now due. Michelle made a motion to approve the amount of \$25.00 for the dues with a 2<sup>nd</sup> by Jen. All approved.

The library has received the 1<sup>st</sup> quarterly payment form the Town in the amount of \$10,723.75. In keeping with a motion made at the January 2<sup>nd</sup> meeting, Michelle noted that the refund amount of \$2,385.12 may now be given to the Town. Jen stated that she would deliver it.

The Board discussed the cost of making adjustments to the new times on Tuesday and Thursday to be posted on the sign. Chris advised that NH OP CO had quoted \$35.00 for the 4 segments -2 for each side of the sign. Nan made a motion to approve the \$35.00 for the new hours signs with a 2<sup>nd</sup> by Jen. All approved. Jen will give Chris a check to deliver to NH OP CO when she picks up the new signs.

An email and attached letter was sent to the Board of the Friends of the Salisbury Free Library: Seelye Longnecker, Gail Henry, Gayle Landry, Megan Philbrook and Lorna Carlisle. See attached. The letter inquired about possible book storage space inside the bench at the library utilized by the Friends. The

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letter also included a list of passes the library (see attached) wished to obtain for the coming year and a request for some financial assistance from the Friends for those passes.

Michelle noted that the filing dates for declaration of candidacy was January 24<sup>th</sup> – February 2<sup>nd</sup>. Nan and Cheryl are up for re-election as trustees each with a 3 year term.

Chris stated that she had attended the Selectmen's meeting on January 10<sup>th</sup> and that the selectmen had appointed our new alternate trustee, Leonida Rasenas to serve until March of 2025. The adjustments to the library's open times was also on the agenda. Chris explained that the library was adjusting their hours on Tuesdays and Thursdays from 1-7 to 12-6. There were no questions.

Michelle reviewed the questions the library had received from the auditors in advance of the library's annual audit with the Board. Answers were suggested and agreed upon. Jen will deliver it.

Nicole noted that she had received an email from the Friends stating that they would hold their meeting on January 28<sup>th</sup>. There was some confusion as to where the meeting would be held. Cheryl stated that as a member of the Friends, she would confirm the location with Gail Henry.

The Book Club notified the library that they would hold their next meeting on Wed, January 31<sup>st</sup> instead of the 24<sup>th</sup>. Fortunately that date is available. Cheryl stated that she would check with Gayle Landry to see if that change to the 4<sup>th</sup> Wednesday for the Book Club was temporary or permanent.

Jen stated that she would not be able to attend the February 6<sup>th</sup> trustee meeting. Jen also noted that HB321 had passed regarding the required review of previously sealed non-public session minutes. She noted that there is a 10 year grace period. The purpose of this special meeting is to begin that review of sealed minutes. The Board began with 3 undated sealed minutes.

Nan made a motion that the Board move to a non-public session pursuant to RSA 91-A:3,II at 7:19 PM with a 2<sup>nd</sup> by Cheryl. A role call vote was taken:

|          |     |
|----------|-----|
| Cheryl   | yes |
| Michelle | yes |
| Chris    | yes |
| Jen      | yes |

Nan                yes

The motion carried. Also present was Leonida Rasenas, alternate. With the full Board present, Leonida will not vote. Nicole excused herself and left the library.

The Board returned to public session at 7:41 PM. Michelle made a motion to seal the non-public session minutes with a 2<sup>nd</sup> by Nan. All approved.

Michelle made a motion to allow Jen to contact the Municipal Association with regard to guidance on the review of the old sealed minutes under review with a 2<sup>nd</sup> by Nan. All approved.

The Board determined that three (3) sets of sealed minutes from non-public session no longer met the requirements to remain sealed, based on the guidelines. (Copies are attached) They are dated:

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May 5, 2005, February 5, 2009 and February 12, 2009. The originals will be filed according to date with past minutes. Additional sealed minutes will be reviewed in future meetings.

Next meetings:        February 6, 2024 @ 6PM ~ regular trustee meeting  
                              February 20, 2024 @6PM ~ special meeting

There being no further business to come before the Board, Michelle made a motion to adjourn with a 2<sup>nd</sup> by Nan. All approved.

Meeting adjourned at 8 PM.

Respectfully submitted,  
Christine Dixon  
Secretary