

Salisbury Free Library

Trustee Meeting Minutes

February 6, 2024 Approved March 5, 2024

Chair Michelle Carr called the meeting to order at 6:04 PM. This is a regular meeting of the Board of Trustees.

PRESENT: Michelle Carr, Christine Dixon, Nan O'Neill. Cheryl Bentley arrived at 6:15.

Alternates: Leonida Rasenas – will vote for Jennifer who is absent.

Director: Nicole Morency

Guests: None

MINUTES: January 18, 2024 ~ special meeting. The Board reviewed the minutes. A typo was noted. Michelle made a motion to accept the minutes with the correction of the typo with a 2nd from Nan. All approved.

TREASURER'S REPORT: The Board reviewed the report in Jen's absence. Following a short discussion and a few questions, Chris made a motion to table the report until the next meeting with a 2nd from Michelle. All approved. Jen provided copies of the bank statements. Following some discussion, it was agreed that copies of the same could be added to the minutes without the copies of the individual payroll checks.

DIRECTOR'S REPORT: SEE ATTACHED Nicole noted that stats were down somewhat for the month: 123 adults, 49 children; 373 books checked out, 99 ILLs, 60 DVDs, 13 magazines. The library had 6 new patrons in January.

NH Fish & Game will present a program at the library on the NH Moose at 1 PM on February 10th.

The Friends of the Library will hold a meeting on February 18th at 1 PM at the library.

The library will be offering a Seed Library Exchange Program, with seeds now being accepted to add to the current collection. Anyone may borrow seeds with the expectation that seeds will be returned in kind at the end of the growing season. Partial packets of vegetable or flower seeds may also be donated. A seed starting workshop will be held Friday, April 12th at 6:30. Nicole will make posters for that event. There will be a limit of 10 due to space. Approximately 20 quarts of seed starting mix will need to be purchased for this event.

Nicole also noted a need for a scatter rug inside the front door to collect sand, etc. The pole for the OPEN sign is also in need of replacement.

OLD BUSINESS:

WATER TEST: Cheryl will pick up the containers for the water testing and be drawing water shortly.

WARRANT ARTICLES: Michelle will email the 2 articles to the Board as soon as she receives them from the Town. Following their review and approval, the library will post them and the staff will answer questions regarding their purpose.

FRIENDS OF THE LIBRARY: The Board received an email response to their letter to the Friends. SEE ATTACHED. They stated that the bench space was truly needed in its entirety for their supplies. They also responded that they would present the list of passes the library is interested in obtaining at their meeting on the 18th. They requested any statistics that might assist them in their decision making.

LIBRARY SIGN: The new signs for the time changes on Tuesday and Thursdays (12-6) have been installed.

SEALED NON-PUBLIC MINUTES: The attorney at the Municipal Association advised the Board that sealed non-public minutes related to employee compensation must now be unsealed as public employee pay is public knowledge. See attached email. Additionally, sealed minutes pertaining to employees who no longer work for the library, no longer live in Town or are deceased, should be unsealed and filed appropriately. He further stated that employee compensation is not a valid reason for a non-public session. Chris pointed out that RSA 91-A:3 II (a) lists compensation for a reason to hold a non-public session. She will contact the Municipal Association for additional clarification.

The Board then proceeded to unseal non-public meeting minutes related to compensation based on the guidelines provided – no longer an employee, no longer in Town, or deceased. There were 5 sets of minutes ~ copies attached, originals to be filed with regular minutes: September 1, 2009, September 25, 2009 (a), September 25, 2009 (b), October 31, 2009, June 14, 2011.

Cheryl made a motion to unseal each of the above non-public minutes with a 2nd by Nan. All approved.

NEW BUSINESS:

The Board reviewed the Meeting Space Use policy. Following some discussion, it was agreed to review the Town's form for the use of the Town Hall as a model for preparing a form for the use of the library. It will be discussed at the next special meeting on February 20th.

Chris noted that the library building was still in need of some repairs and suggested that the Board look into getting estimates for cleaning the exterior, clapboard repairs and painting, gutter installation and adjustment to the screens which keep popping out. The windows are also in need of cleaning inside and out. Some discussion followed. No decision was made.

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

Meeting adjourned at 7:38 PM.

Salisbury Free Library

Trustee Minutes, February 6, 2024, Pg 3

Next meetings: February 20, 2024, at 6 PM – special meeting

March 5, 2024, at 6 PM – regular trustee meeting

Respectfully submitted,

Christine Dixon, Secretary