

**SALISBURY FREE LIBRARY
MEETING MINUTES 28 March 2022**

Policy Review/Work Session

Meeting began at 18:06

All votes this evening taken by role call.

In attendance at this meeting: Christine Dixon, Jen Hoyt,
Cheryl Bentley arrived & Nan O' Neill

Chris called the meeting to order. First order of business was to go over Chair Michelle Carr's email pertaining to the two policies we needed to discuss, the Director Job Title & Duties and the Library Director's yearly contract. All Trustees present went over all documents & re-read email.

Jen asked if meetings under the duties category on the contract should be plural. Cheryl stated yes it should be plural, Nan & Christine concurred. Jen made a note to change the "meeting" to "meetings" in that area.

Chris made a motion to change verbal performance review to written performance review in the Review section of the contract. After a few minutes of discussion as to why, Cheryl seconded the motion and all agreed motion carried to change verbal into written.

There was some discussion about the first paragraph on the contract under the position heading, whether we should put a reference to the job description after the first sentence. Cheryl noted that she believed Michelle edited that already by putting a separate area in the contract which discussed duties so the redundancy was not necessary. All agreed. Chris made a motion to delete the word "will" which was in front of the word shall (see highlighted draft for reference) Jen seconded, Motion carried with all trustees in agreement.

Under the Effect heading on the contract Jen said that the wording was a bit odd, like it was missing a sentence. Chris agreed. There was a discussion about the topic & how to make it make better sense. Jen looked up some other severability clauses on the web and found one that seemed to fit better. Jen read the clause (please see highlighted change on contract draft for reference) Chris made a motion to change the severability clause to what Jen found & read from the web. Nan seconded, all voted in favor of this change.

Next Order of business was to go over the Job Title Library director duties. Cheryl noted that the word duties were spelled incorrectly. A note was made & that word would be corrected.

Jen noted she thought the word "advisory" under essential job duties sounded a bit odd. Nan agreed. Chris motioned to change the word "advisory" to advice, Cheryl seconded. All Trustees agreed. The Motion carried.

Under the category Duties & Responsibilities Jen noted that snow day should have its own line because one cannot predict snow days ahead of time. Chris agreed. Some discussion about how to word the new line ensued. Chris said to word the new line as "Keep a record of closures due to hazardous weather." Also under this heading Chris noted that the "reader's" should be changed to readers as it was not possessive. Nan seconded this motion, all trustees agreed motion passed.

Under the work Environment heading there was some discussion as to why the last sentence with the blank discussion the environment was needed. Nan made a motion to fill in the blank with "unknown" Cheryl seconded, motion carried with all in agreement. Chris made a motion to add a sentence at the end of this category "The Salisbury Free Library is an indoor/outdoor work environment."

Next order of business was to discuss Katherine coming back to train the new director. Chris explained that we would have to have Katherine fill out all new paperwork, like she is a new hire due to payroll laws. Chris made the motion that this be done, Jen seconded, all agreed the motion carried.

Jen made motion to adjourn. Chris seconded. Meeting adjourned @ 19:20.

Respectfully Submitted by
Jennifer Hoyt
SFL Trustee