

**Salisbury Library Board Meeting
January 20, 2025**

Board members present: Alison Metcalfe, Janet Mosurick, Kate Williams, Sam Smith, Deb Brighton, Kathy Clarke, Chris Naylor

Staff Present: Alissa Shethar

Board members absent: Peggy Cox, Barbara Andres, Gay Truax

Guests: Willie Jansen

The meeting convened at 5:10pm

Secretary's report: Sam read & recorded the December 16 minutes, with corrections to the November minutes.

Motion to approve minutes for 12/16/24 made by Alison, seconded by Janet, approved unanimously.

Treasurer's report: Reviewed details of income & expense report. PLA grant: awarded but actual funds of \$5K have not yet been received, but we have spent \$2,638.63 on computers, etc. Alison proposed holding over these expenses so that they appear under the correct headings once funds are disbursed. Motion made by Kate, seconded by Janet, unanimously approved. Motion by Kate to approve moving of funds to cover tech expenses so far, Janet seconded, unanimously approved.

Motion to approve Treasurer's report made by Janet, seconded by Kathy, approved unanimously.

Library Director's report: Alissa created 2024 annual stats sheet, compares favorably with 2023 considering we had no director for several months during hiring process.

Reviewing librarian report. Alissa clarified what is included in assistive technology. Discussion included that no specific needs have been brought to her attention. Christina has resigned from Story Hour, but 2 moms have taken on leadership here. Stephanie who leads crafternoons has been unwell, so Alissa knits on Thursday afternoons, so far no one has joined her! Motion to approve librarians report made by Alison, seconded Janet, unanimously approved.

Old Business.

Garbage disposal: Volunteers as follows

Last of January Alison

2nd week February Janet

Last of February Kathy

2nd week of March Janet

Last of March Deb

Felting class: 7 people attended. Wendy is interested in doing another class.

Library Inventory: Insurance company requires a list of inventory by location for move coverage. Logistics of this need to be planned. Date TBD

Historical Society update: Duke Whitney instructed us to move nothing, he will take care of it, including arranging for insurance w/ town. He confirmed all historical items with Janet when they met. Duke will follow up with Eagans about a set of law books (in Town Office?). Kate in touch with Duke about moving historical items before end of March—he will get back with us on timeline.

New Business.

Spending Technology grant funds: various ideas floated, laptop giveaway? Router for the church? Assistive technology? Janet suggested including a survey of unmet needs for Town Meeting Day table on Mar 1. The decision on how to spend the money was left with Alissa.

Grant applications for moving expense:

Rotary club grant for up to \$5K due in February, Alison drafting.

VCF grant of \$5K to be applied for by Alissa/Alison

Computer classes schedule & publicity:

Alissa will follow PLA guidelines for publicity of these classes. Will include FPF. Early February Tuesdays or Thursdays proposed. Board members recommended to attend Apple and Windows 11 to understand our new computers

Moving library operations update:

The church has given a figure of \$400/mo to cover utilities. They are not interested in making any money from us, but are unclear on what utilities would actually cost. Glenn Andres reminded us that Town pays for our utilities in Town Hall, & therefore could be expected to pay utilities in church. If we get volunteers to pack library books, est. \$4K could be saved in moving costs. Kate & Alison to attend Select Board meeting on 1/28 to present our move plans. Audiobooks and DVDs need to be de-accessioned & moved upstairs for patrons to browse. Discussion of those left unsold & how to dispose of.

Renovation update—Deb.

Historic preservation has all but approved plans. Housing conservation needs to see complete renovation plan to sign off. Some new ideas like a state of the art hybrid furnace are contributing to delays. Deb stated budget is \$30K short if this is chosen. One solution would be to remove bookshelves and benches from the budget which could then cover this heating system. Another solution would be to ask Town to cover shortfall & put on town meeting slate. Another would be application for \$25K Cerf grant (Deb & Alison) Discussion followed on other ways to fund the shelves etc, such as fund raising for specific items.

Motion made by Kate, seconded by Chris, to take shelving out of the renovation budget in order to allow for HVAC system. Approved with one disapproving.

Estimated work Timeline per Deb: April 15 for start of well & septic build. End of January estimated for putting out bids.

Emerita status for Barbara Andres: motion made by Kate, to make Barbara, per her request, an emerita board member. Seconded by Janet, unanimously approved.

Meeting adjourned at 6:45pm

Next meeting Monday February 17 at 5pm

Respectfully submitted, Sam Smith & Kate Williams

January 20, 2025 Library Director's Report

Library goes on... Happy New Year! After closing for the holidays, the library is back to our usual hours (minus Sundays), and we are seeing more people coming in.

Programming

- The **Storytime** group on Tuesdays has new members, and two of the mothers are now officially running it. The group meets upstairs or downstairs, depending on how many kids. Due to signs of mice in the library, I sent the two big bags of food home with Niko, one of the group leaders.
- Stephanie has some health challenges, so can't make Thursdays regularly for **Crafternoons**. She's asked me to open the library and knit with anyone who comes in, which I'm happy to do, until she can come regularly again.
- We had a cozy **Needle Felting** class with Wendy Anne Durkee on Saturday, with seven showing up to make dryer balls.
- No one came to **Holiday Movie Night**, but it gave me an opportunity to try running the projector from an iPad or phone, which works great, and the new screen is great too.
- Anne Murray is hoping to teach three of our **tech classes**, starting Thursday nights in February. Digital Learn has updated the windows unit to Windows 11, and I encourage all the trustees to come to both the Windows 11 and the Mac OS classes, so you get some familiarity with our new computers.
- We will be cohosting an **Energy Navigator** event with the Conservation Commission in February, on the 27th at 7 pm.

Statistics

- I prepared a summary of 2024 by the numbers, so you can have a comparison with a similar summary that Ruth put together. It's very encouraging. In spite of shorter and longer hours and several months between library directors, 2024's numbers are okay. The one area where we need to improve is programming.

Grants

- Alison and I are working on grants to help with moving, and I hope to raise money to make up the book budget for when we are at the church.

Technology odds and ends

- Charlie Bain let me know that our **router** will no longer be supported by the manufacturer and urged us to get a new one. We've ordered what he suggested.
- The **Public Library Association** is encouraging all public libraries to have assistive technology on hand for patrons who have hearing or vision limitations. What they recommend are things like:
 - Magnifiers, hand held and video
 - Noise cancelling headphones
 - Large print keyboard

- Low-vision software
- Screen reader platforms (to be used with headphones)
- Voice recognition and OCR software (some of this we already have)

We are not required to have this equipment, but it might be helpful for some patrons. We should think carefully about what would actually be used or useful.

We need to spend our technology grant by July 30th. If our classes cost \$300, we will still have about \$2000. We could buy some laptops? Assistive tech? A DVD player? A Wifi router for the church? Other ideas?