

## **Salisbury Library Board Meeting December 15, 2025**

Board members present: Kate Williams, Alison Metcalfe, Gay Truax, Janet Mosurick, Chris, Kathy Clarke, Deb Brighton, and Samantha Smith

Guests: Lisa Durst, Sue Scott, Biata

### **Call to order at 5:03pm**

#### **Secretary's report:**

No change requests to the secretary's report were made.

Janet motioned to accept the Secretary's November report, Kathy seconded, and approved unanimously.

#### **Treasurer's report:**

Alison reviewed the report.

- The Town Select Board agreed to the 2026 budget request. Kudos to Alison for writing and presenting the request.
- Alison will follow up with the Church to confirm the monthly rent agreement. There was a question if the monthly rent was \$200.00 or \$400.00.
- A printed checklist will be created and posted near the kitchen space, intended for Library staff and Church Staff, listing use space requirements.
- Janet motioned to approve paying rent to the Church, up to \$400.00 a month, Chris seconded, and approved unanimously.
- Gay motioned to approve the Treasurer's report, Deb seconded, and approved unanimously.

#### **Librarian's report:**

- Applied to a new grant for the entrance way to be ADA compliant, hoping for the \$10K grant.
- The terrarium workshop was well attended and a wonderful experience. A future event is expected in the new year, most likely February.
- After two weather related delays, December 20th is the new date for the "Bringing up Beaver" event.
- A Social Media learning event is planned for January. Checking other Church and Town programs' schedules will determine the best date to host the event.
- Alissa needs help promoting library programs and ideas for the Spring theme. Tech nights would be a good program to begin promotion efforts. Adding an event calendar to the website is a good first step. A tech night task force includes Kate, Gay, Kathy, and possibly Kathryn Schloff.
- Sam will send Kate a list of additional marketing ideas and tools.
- Kate motioned to approve the Library's report, Alison seconded, and approved unanimously.

## **New Business:**

- Biata, a fellow librarian, joined meeting to give the board the opportunity to meet her. In addition to filling in for Alissa as needed, Biata will run the “Stop the Bleed” training event on January 17, Saturday at 10AM-11AM and a future Narcan training session. The board agreed it would be good to have two “Stop the Bleed” training sessions in 2026.
- The Christmas party was well attended, with an estimated 32 people joining the festivities.
  - The door prizes were a wonderful new edition.
  - Ben did a wonderful job entertaining the children and making the evening memorable.
  - At the end of the month the raffle for Sue Scott’s quilt will be drawn.
  - A notice of the raffle will be posted on Front porch forum and the SFPL website.
- Nominations to the Board were discussed.
  - Lisa and Sue were welcomed guests and potential new board members.
  - Two board seats will become vacant at the end of this year, currently held by Alison and Gay. Alison and Gay plan to continue on as board members.
- Kate gave thanks to all who came together for the Christmas party preparations and hosting the event.
- Alison gave thanks to Deb for donating an Addy Independence subscription.
- Janet gave thanks to the Vermont Book Shop for gifting gift cards.
- The board discussed whether the library should have an AED on site. Follow up with AED training, cost, and liability is needed. This item was tabled for the next year.
- There is a need to educate library patrons about the true cost of ebooks and the need to resubscribe library accounts yearly.
- Alissa and Alison will follow up with how best to create messaging to patrons about ebook and audiobook hold limitations. The goal is to bring awareness to the library’s limited electronic checkouts.
- Purchase of an electric oil heater was proposed, as the basement space is slow to heat. Alissa will bring in her spare electric oil heater to test how well it warms the space.
- Whether the library has interest in pursuing the Vermont Humanities Council fund for the 250th Declaration of Independence programming was discussed. Follow up with the Select Board to determine their interest is needed as part of the library’s consideration process.
- A dozen images are to be selected and emailed to the Town for the town report. Images to include one of the Board, key events, and move related.

## **Renovation Updates:**

- The water and septic construction begins in the spring.
- The building contract is currently out for bid.
- Electrical hookup bids for pods were attained. Options include:
  - Run electrical via underground trenches to pods, cost estimate is \$3,060.
  - EV station installation and connecting to the pods, cost estimate is \$4,380.
  - The non-contractor option is to use dessicants, which Alison and Alissa will research the best product and quantity needed for the pods.

Kate motioned to approve use of desiccants for humidity control in the storage pods, Janet seconded, and approved unanimously.

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**The meeting adjourned at 6:48pm.**

**Next Meeting: Monday, January 19th, 5:00pm at the library.**

Respectfully submitted,

Samantha Smith, Secretary

## **December 15th, 2025 Library Director Report**

### **Library goings on—**

It's been a busy month at the Library, reorganizing books and filling up the shelves. Travis and I got the dreaded red dots off the books, and shelf read the whole collection. We bought some wonderful children's books with Janet's gift and used our monthly budget on excellent new adult fiction. Challenge to you all: who will be the first to read the Nobel winner?

### **Grants and Reporting**

The ALA Accessible Library Grant app was submitted for the wheelchair ramp and handicap accessible parking. I applied for both the 20K and the 10K level, though I think we only have a shot at the latter. Cross your fingers- we need 24K! VLA annual reporting opens late this year- but should be done before 2026.

### **Programming**

**Santa came to Salisbury**-what a wonderful evening! We have a new **Writers Group** meeting at the library on alternate Tuesday evenings. Kat, who leads the **MomBaby** group has started coming again Tuesday mornings, and we are working on outreach. We had a nice **Terrarium Workshop** with Mirjam Brett and learned a LOT about moss. She is open to doing a **craft afternoon** in January. **Bringing up Beaver** was postponed to 12/20 due to weather. Tech Night BYOD continued, but we will discontinue those until later in the spring due to conflicts for Louis. **What is our theme for Spring? Sam are you still interested in teaching the social media class?**

### **Internet Security**

I am working on this with Charlie Bain. I have a draft policy and will be making some changes to our login procedures and wifi set up to keep our data, our public computers (especially the laptops), and our system more secure.

### **Pods need work**

I am reorganizing the books in the pods so that we have room for the books in Alison's basement. Raphael is bringing over books from Alison's and Travis is helping me consolidate and reorder what's in the pods now. Dennis Newton came and we talked about protecting the books from humidity. We are hoping we can get some thing in place before thaw season.

### **Sustainable Library Initiative**

The program has started, and Alissa will be devoting an hour a two a week to getting our certification. Our mentor, Charlotte Public Library, is *wonderful*.

### **Librarian Time Management**

I know there were some concerns raised at the last meeting and I want to be sure I understand what the concerns are!