

Salisbury Library Board Meeting April 20, 2026

Board members present: Alison Metcalfe, Gay Truax, Janet Mosurick, Chris Naylor, Deb Brighton, and Samantha Smith

Board members absent: Kate Williams, List Durst, Kathy Clarke

Guests: Willie

Call to order at 5:05pm

Secretary's report:

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

Gay motioned to approve March's Secretary's report.

Treasurer's report:

- The AC unit was moved to the storage pod. A refund is expected for the unit due to a recall.
- A 2027 hospitality budget discussion was recommended to add to a future board meeting agenda.
- June 1st, 2026 is the date of the Vermont Library Association Conference event and when Alissa will receive her library certificate. Visit vermontlibraries.org for more event details about registration fees and schedule.
- There is approximately \$12K left in this year's budget, the year ends June 30th, 2026.
- Deb motioned to approve the Treasurer's Report.

Library's report:

- The Sustainable Purchasing Policy was approved.
- Amendments to Operations and Maintenance Policy and Programming Policy were discussed, including removing the material datasheet requirement and revising the Presenter agreement section. Alissa will continue to rework the policies to best suit our resources, library size, and present the updates at the next board meeting.
- Janet motioned to approve the library director's report.

Old Business:

- Marketing efforts are up, thanks to Lisa and team.
- Engagement to recent events has been low. It was speculated Facebook issues could be a factor. The old account ownership issue persists and is still active. The new Facebook page has 10 followers, at the time of the meeting.
- Alissa will be taking a half day for personal time off on May 12th. Chris will cover 10am-12pm hours that day.
- National Library Week's events are planned and have been promoted via Front Porch Forum.
- Kathy wrote the Exhibit Policy document. There was a discussion about including a waiver to define liability around insuring artwork and detailing display hardware restrictions and requirements. A discussion to continue at a future board meeting.
- Room preparation plan for the upcoming Music program is to be an agenda item for the next board meeting. The interim space will be shared for 6-8 weeks, beginning in July. Alissa will do more fact finding about the program.

- Desiccants are doing a great job dehumidifying the pod. Additional desiccants will be purchased to keep up with the humidity.
- Beasley clocks update. The standing clock is being stored at the Town office and Lisa is housing the hanging clock. Ray Denny will donate his time and expertise to inspect and diagnose the clocks.
- Beasley book sale is June 5-6. We are waiting on approval to sell books at the estate sale.

New Business:

- Awareness was brought to a need for better or more signage to indicate the library is open. The open flag could be missed because of the side door location.
- Gay would like to host a dinner club in the future. Contact with the church has been made to ask for permission to use the kitchen. The Library would sponsor the event, in what capacity is to be determined. The idea was met with enthusiasm.
- Thank you to Lisa for the increase in library event communications. Thank you to Alissa, Alison, and Kathy for writing up and shaping new policies.
- Gratitude to all the people working with the EV project and the renovation group (Deb).

Renovation Business:

- Do not access the old building during the renovation, in large part for insurance reasons.
- Additional insulation has been reinstated to the project resulting in more efficiency projects: upstairs lights, heating upstairs and down, and outside hose connection.
- Additional funding is being sought for floor finishing for certain spots that are not part of the original scope.
- Alison submitted a Rotary grant application for \$5K.
- Deb will provide details for the kitchenette to gay, regarding sink choice. Reminder that any changes at this point to the original scope will go through an approval process that adds time to the project.
- Two EV charger estimates are underway. One from East View and the other from Dennis Newton.
- The Garden grant – the preliminary plan is in progress for a sustainable grant. Will not be implemented until next year.

The meeting adjourned at 7:03pm.

Next Meeting: Monday, May 18th, 5:00pm at the library.

Respectfully submitted,

Samantha Smith, Secretary

April 20, 2026 Library Director Report

Library goings on— It has been quieter lately, but spring is coming, kinda. People have been stopping in and saying it's really great to see the contractors starting work at the Town Hall.

Vermont Department of Library Certificate

It's official! I have completed all my credit hours, received my certificate and will be formally graduating this spring at the VLA conference. 150 webinars- it's more than it sounds like? I am very glad to be done, though it's a great program and I did learn a lot.

Grants and Reporting

I wrote a few more grants- all for kids books and programming. I applied for a CLiF (local author reading at Lake Dunmore like last year), a Pilcrow, a Paul Post (which I already heard, we did not get, since it's really meant for teenagers). I also filed the Manton Foundation mid-year report.

Programming

We've had some LOVELY programs set up, but very low/no attendance still. Build a Birdhouse with Preston Turner was great, but our Seed Swap... our Intro to Social Media ... our last Tech Night...

Please help get the word out about Library Week, our Book Making Class and the Gardening Round Table? Tell your friends, consider coming and bringing a friend? Lisa has done a LOT and I've been doing all the usual advertising, but... it's just not working, or I am just not arranging events people want.

Policies

The Sustainable Library Certification process involves rethinking quite a few library policies and practices. Some of these are clearly set up for MUCH bigger libraries with large numbers of employees, and less applicable for us. There are about 15 policies that I will need to write and submit for the certification, and I feel - and Alison and Kate agree- we may not want to make ALL of them official, binding SFPL policies —we can keep them on file as guidance. Tonight we have four policies to consider and vote on: Sustainable Purchasing, Operations and Maintenance, Sustainable Communications, and Sustainable Programming. Please consider whether we need to make any changes to these policies, and THEN consider whether they should be official policy, or a guidance.

Beasley books

As most of you know, Jack Beasley kindly left us a huge number of books. Kathy, Lisa, Steve and Chris met me at the house to take a look at this bounty and make some

decisions. I've labeled and categorized most of what's left. Lisa and Steve helped get several boxes of books to the pods, and I've started cataloging them. We are waiting to hear if we will be allowed to have a book sale at the house in June to sell the remaining books, or need to remove them.

EV Charger

We've been offered a grant for a public level-two EV charger that would be installed in the parking lot behind the Town Hall. The Select Board (thank you Alison) said this sounds like a great idea, and will cover the \$500 match. We need estimates for the installation and I asked Dennis Newton and East View (who is working with Silver Maple).

Pods and Air Conditioner

The pods are starting to get humid. I've put out the desiccant, and find that it absorbs to capacity very quickly. I will drying out and replace the desiccant weekly, but worry that it might not be enough to keep our books dry.

On the plus side, my daughter ZZ was able to get the air conditioner company to send us the app, so we can qualify for a refund.