

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

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

**Board members absent:** Gay Truax

**Staff present:** Alissa Shethar

**Guest present:** Willie Jansen + dog

Call to Order 5:06 pm

**Secretary's Report:** Minutes for 9/22/25 to be recorded & posted. Motion to approve by Janet, seconded by Chris, approved unanimously.

**Treasurer's Report:** Neat Repeats donation received \$29.50. Some expenses included Louis Moore for Tech Night. Total donations from Annual Appeal coming in at \$8,650.54. Some additional donations expected. Midd State Towing generously supplying Pods at no charge. Library reps have been invited to attend reading of Jack Beasley estate, which may imply that we are beneficiaries of his will.

Motion to approve Treasurers report by Kathy, seconded by Janet, approved unanimously.

Discussion of lighting in church basement. Motion to approve up to \$100 for additional lighting by Janet, seconded by Sam, approved unanimously.

Kathy suggested advertising a wishlist of items for the new space.

**Librarian's Report:** We are moved! Alissa has enrolled us in the Sustainable Initiative Certification program. Salisbury's mentor will be The Charlotte Library. Certification should take between 18 and 24 months.

Program on Beavers on November 6, Tech Night on Nov 13.

Church basement can accommodate more books than originally planned, so we will be bringing over older, popular authors. Need to add thermostats to Pods which will show min and max humidity.

Motion to approve Librarian's report by Alison, seconded by Chris, approved unanimously.

## **OLD BUSINESS**

## **NEW BUSINESS**

**Gratitude:** Everyone involved with packing and moving, the kindness shown by everyone at times of confusion or stress. Individuals to be thanked include Pat Dunn, the Schloffs, our neighbor Sam Sheehan with his daughters, Willem, Henry, Kip, John Nuceder, Willie, the Football Team, Gay for providing all the delicious baked goods, John Metcalfe, our Volunteers who packed. Kate will send out a list of all to be thanked, with specifics of what they did, and a suggested script. Other Board

members add more details. On Thursdays meeting we will finalize the script, divvy up the names for card writing. Janet has some cards she will bring. Kathy requested thanking Sheehans, Kip and Pat Dunn.

**Backup for Treasurer:** Alison does a very demanding and detailed job. If a situation arose where she needed a backup, a description of the various tasks would be very useful. She has written a job description and added important dates, policies, etc.

Job descriptions for President and other officers will follow.

**Dedication books for Salisbury babies:** It was brought to Alissa's attention that putting the birthdates with the names in these books might be considered a breach of confidentiality. It was agreed that going forward dates will not be recorded. When these books are checked out, existing dates will be whited out or redacted.

**ChatGPT:** after discussion it was agreed that we will not use ChatGPT for minutes at this time.

**Renovation Update:** Bids have gone out for water & sewer & expected to get bids back at eom. Bid package is being restructured into smaller packages, to help meet budget, hope to complete this by Hallowe'en. Kathy gave gratitude to Deb for keeping the Board posted and our project moving

**Library Move Update:**

Need to update public info about the move, let people know that 10/24 help is not needed, & remind them of opening day on 10/28. Alissa will put this on website & social media & Kate use this wording for Midd FPF. Salisbury FPF also needs to be posted. Sam suggested describing our progress as "Phases". We have almost completed Phase 1 which is the move to Church basement. Decision to have a 'soft opening' on 10/28, and follow up with a celebration on November 8 that will include refreshments—Cheese; Chris, Apples; Alissa, Cider donuts; Janet, Cider; Kate & Alison. By Nov 8 the shelves in basement should be filled and new books on display. Notice about Nov 8 on Town Hall door.

Kate & Alison to attend 10/28 Select Board meeting to request that current Town budget for Port-a-Potty (\$90/mo) be allocated to library electricity use in church.

**Hallowe'en:** Janet Alissa & Gay will represent the library at the FD Trunk or Treat. Décor and treats lined up, ready for the event.

Rugby team has been contacted to possibly help with sorting the book boxes in Pods. Many boxes with New Fiction and non-fiction were mistakenly taken to Pods. Lesson learned about need for closer scrutiny during move, and improved system for marking boxes with destinations.

Volunteers were canceled for this week due to rainy forecast which would prevent the sorting of boxes outside (no room inside Pods for sorting).

**Moving Forward meeting:** will take place on Thursday 10/23. Start in Church basement for thank yous, & move to Town Hall to finish up there.

Next meeting Monday Nov 17, 5pm Church basement.

Motion to adjourn at 6:32pm by Kathy, seconded by Kate.

Respectfully submitted, Sam Smith/Kate Williams