SALISBURY FREE LIBRARY
MEETING MINUTES

DRAFT
DECEMBER 22, 2020

Additional end of year meeting via zoom

CTO: 6:04 pm

IN ATTENDANCE: Roll Call; Katherine B, Michelle C, Christine D, Jen H, Jen L, Pam M, Gayle Landry, Marcia Murphy.

Michelle reports that auditors (Rebecca Weldon) can take from town monies for sign. Also, expense items can be moved from other accounts as long as they do not change the bottom line. Can move from our expense account, Katherine found warrant article in our minutes.

RSA;202A4C; grants Trustees the authority to expend funds. In order to follow RSA and spend funds it has to be presented in our budget.

Question presented to see if a warrant article should be drafted to see if town will vote for a trust fund for the library like the cemetery board has.

Worst case scenario we can use operations monies. Jen H reports we have enough money to reimburse operations.

Pam reports $966.17 to go from Salary to operations.

Question arose, could we amend budget by 3/3/2021? Michelle is going to send an email to April Rollins to see if we can amend our budget.

It was reported that other libraries suggest we contact Charitable Trust and they may be able to answer our questions.

We need to have a plan.

It was noted that it is too late to get reimbursed for COVID-19 supplies purchased.

Jen H report that 2020 donations and fees paid $155.00. COVID supplies total was $476.89 minus the $155.00. The balance of $269.89 has to come from operations not donations and fees.

$180.00 Donations and fees 2020.
Jen H reports $269 left in ops
+$966.17 from Salary
equals: $123572
-$269.89 Covid supply balance

$938.83 Left to spend on supplies

Jen H will call Charitable Trust for answers to our questions.

Michelle made motion that all expenses will come from operations unless charitable trust tells us otherwise, seconded by Jen H. Roll call votes in favor; Michelle-I, Jen H-I, Chris-I, Jen L-I, Pam-I. All in favor and passed unanimously.

Michelle made a motion to contact April Rollins, town administrator, to take sign amount out of town budget, show a line item for savings on 2021 budget to reimburse our budget from Kepper fund, taking this out of our budget for one year.

Discussion ensued about our budget and proper wording we have to use so that money doesn't have to go to town and not back into donations and fees.

Pam reports that W-2's are done by our bookkeeper, Kelly Henley.

Jen H will make all transactions on paper until we hear from Charitable Trust per our questions.

Michelle made a motion that if Charitable Trust says we cannot use Kepper Fund operations has approval to move expenses back into operations to cover sign and Covid supplies. Pam seconded. Roll Call all in favor; Michelle-I, Pam-I, Jen H-I, Jen L-I, Chris-I, motion passed.

Katherine reports that she plans on returning the headset for reimbursement of $177.99.

Katherine is looking for a new printer, may have to get a cheaper office printer and look to get a better printer next year.

Gayle Landry asked if Library had applied for Covid funds, GPHHER Grants, CaresAct Grant? State had 100% reimbursement. We did not apply for any grants, it is too late now to apply for reimbursement or any grants. We will watch out for any future grants for Covid supplies.

Question was asked if any donations are earmarked for certain things. Answer was no and when they have been earmarked they were spent accordingly;

Michelle stated that at this point books are a priority.

Katherine reported that we are still waiting for part for the old printer so that it will limp us along, deliveries are taking much longer with Covid and holiday rush.
Jen H will let us know what she finds out from Charitable Trust.

Michelle will let us know what April's response is.

Was strongly suggested, by chair, that we all watch the NHLTA orientations and other money webinars.

Meeting adjourned: 7:12 pm by Michelle, seconded by Chris.


Next meeting January 5, 2021.

Respectfully Submitted by; Pam Monaghan