

Salem Township Library Board Minutes

September 18, 2025

Attending: Rebecca, Ashley, Amber, Joy

Library Director: Lisa

Assistant Director: Naomi

Rebecca called meeting to order at 6:07pm.

Motion made by Joy to approve the meeting agenda, seconded by Ashley. All Ayes.

No public comment.

Motion made to approve the regular minutes from June 26, 2025 made by Amber, seconded by Joy. All ayes.

Board correspondence skipped until next meeting.

Ashley shared the Treasurer's Report. We are on track for the budget. Motion made to approve the report by Joy, seconded by Amber. All Ayes.

Lisa shared the stats for June, July, and August. She also included the annual report. The reports were clear and concise and a good representation of our year in review.

Ongoing and New Library Business:

A motion was made to amend the 2025-2026 fiscal year budget to correct the missing STEAM and LOT categories by Ashley, seconded by Joy. All Ayes

We discussed the meeting of the Salem Township Future Facilities Committee on Sept. 5, 2025 which included representatives from the library board, township and fire department. This team is working together to decide how to best move forward and meet each group's needs regarding space.

Lisa brought up the concern regarding the uneven sidewalk near the front of the building. We agreed to get estimates to see what is needed to repair it.

Motion made to update the seminar and conference policy to add that the cost to attend a seminar/conference may not exceed the fiscal years professional development budget and mileage budget without prior approval from the Library director and Library board. Also added was a maximum reimbursement amount of \$20 per meal to employees attending approved seminars/conferences if meals are not included. Motion made by Ashley, seconded by Amber. All ayes

Motion was made to approve Marissa to attend the Library Marketing and Communications Conference in St. Louis, MO on November 12 & 13th by Joy and seconded by Ashley. All Ayes.

Motion was made for approval to go over professional development budget, if needed, for the Library Marketing and Communications Conference on Nov. 12 & 13th by Joy and seconded by Ashley. All Ayes.

Policy Review:

We looked over STL Employee Manual Chapter 6. Motion made to remove the word, "for" on page 7 section B, also to remove "department" on page 11 section L. Motion made by Amber, seconded by Joy. All Ayes.

The positive patron interaction included the comment about the library closing for a team development day. The comment was "You guys couldn't learn anything to be better, you already are the best".

No public comment

Motion made to adjourn by Ashley, seconded by Amber. All Ayes

Meeting adjourned at 7:05 pm

Next Meeting will be November 20, 2025 at 6:00 pm.