

Salem Township Library Board Minutes

May 21, 2026

Attending: Amber, Rebecca, Ashley, Connie, Joy
Library Director: Lisa

Amber called the meeting to order at 6:03 PM.

Motion made by Ashley to approve the agenda, seconded by Rebecca. All ayes.

No public comment.

Motion made by Ashley to approve minutes from April 1, 2026, seconded by Rebecca. All ayes.

Connie shared information concerning recent emails received by the board. Email concerning possible magazine donation had been forwarded to the director.

Rebecca shared the Treasurer's Report stating her recent time spent learning more about Quickbooks has given her greater understanding of the process and how stats are compiled. Carol Dawe has suggested a board member be added as authorized signer to library financial accounts. Lisa will question the lawyer. Motion made by Joy to table discussion until next meeting to allow time to consider and gather more information; seconded by Ashley. All ayes.

Motion made by Joy to approve the Treasurer's Report, seconded by Ashley. All ayes.

Lisa shared details from the Director's Report. She plans to update the format of future reports to include information from staff concerning ongoing library events.

The library IT support person has been troubleshooting recent computer issues.

The Temp Cataloger has been an asset in assisting with cataloging until this position can be filled at a later date.

Lisa shared information gained while attending the township budget meeting concerning the staff budget and proposed pay increases.

Marissa shared an impressive and informative presentation from what she learned at the conference she attended last fall in St. Louis.

Discussion concerning changes made to the Personnel Conflict Resolution Policy.

Motion made by Joy to approve the policy, seconded by Rebecca. All ayes.

Discussion concerning Chapter 11 of the STL Employee Manual. Lisa will start reviewing entire manual to correct wording that includes the changes in job position titles.

Library staff shared positive patron interactions including an excited young patron bringing them heart shaped rocks and another patron appreciates staff book recommendations.

Request made by the Library Director to close the meeting for her review.
Motion made by Rebecca to close the meeting for Library Director's Annual Review, seconded by Joy. All ayes.

Request concerning opportunity for Public Comment made before public left.

Motion made by Rebecca to adjust agenda to move Public Comment forward, ahead of the Library Director's Review; seconded by Ashley. All ayes.

Public comment: staff shared concerns on the wording of parts of the Personnel Conflict Resolution Policy.

Motion made by Rebecca to close the meeting for Library Director's Annual Review, seconded by Joy. All ayes.

The Library Board is pleased with the Library Director's progress over the past year. We appreciate her efforts to balance the many responsibilities and challenges of her position.

Motion made by Ashley to reopen closed meeting, seconded by Rebecca. All ayes.

Motion made by Joy to adjourn, seconded by Ashley. All ayes.

Next Meeting: June 18, 2026 at 6 PM.