

Salem Township Library Board Minutes

Board Meeting

Thursday June 18, 2026

Attending :Amber, Ashley, Joy, Rebecca, Lydia

Library Director: Lisa

Amber called the meeting to order at 6:02PM.

Ashley motioned approval of the correction of dates of the “proposed budget for the fiscal year” from 2025-2026 to 2026-2027; seconded by Rebecca. All ayes

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Joy motioned approval of the corrected agenda seconded by Rebecca. All ayes.

Public Comment: None

Discussion concerning the May meeting minutes order. Motion made by Rebecca to approve meeting minutes with the order of the reopening of the closed meeting to be corrected to come before the library board statement of the Director’s progress from May 21, 2026; seconded by Ashley. All ayes.

Board Correspondence: None

Discussion concerning the presented Treasure’s Report. Joy motioned to approval of the Treasure’s Report as presented seconded by Ashley. All ayes.

Ongoing and New Library Business

- a. Summer upkeep: Gutter estimates (screens and downspouts vs. cleaning with repairs).
Weeding, faucet repair, ant control, sprinkling, and heating and cooling
- b. Discussion of the former Director’s tree placement is to be decided this fall.
- c. Employee Manual edits:
 - i. Chapter 2: What you can expect from the Salem Township Library

ii. Chapter 3A: Open Door Policy

lii. Chapter 10: PTO

Discussion concerning changes made to the Employee manual. Ashley motioned to approve the employee manual edits, Joy seconded. All ayes.

- d. The Director updated the Board on contacting the township lawyer for a sample plan for unscheduled employee absences, FOIA policy, and job audits. Tech cleanup, hiring plan and packets, resolved tech issues, and annual reviews.

Policy Review:

Discussion concerning financial and control policies. Joy motioned to approve financial and control policy changes due to change in staffing, Ashley seconded. All ayes.

Discussion concerning the designation of Library Board Officer and check signer. Ashley motioned to approve the designation of the Library Board Officer and check signers pursuant to the approved Financial Policy, Joy seconded. All ayes.

Positive patron interactions were shared by the Director. The Summer Reading program is appreciated by the library patrons!

Discussion concerning the proposed budget for the fiscal year July 1, 2026 - June 30, 2027. There was no public comment. Rebecca motioned to approve the Fiscal Budget, Ashley seconded. All ayes.

Public Comment: None

Joy motioned to adjourn at 7:11; Rebecca seconded. All ayes.

Next meeting: September 17, 2026 at 6:00
