

Salem Township Library Board Minutes

Board Meeting

Thursday September 17, 2026

Attending : Amber, Ashley, Rebecca, Lydia, Connie

Library Director: Lisa

Amber called the meeting to order at 6:01PM.

Ashley motioned to approve the agenda seconded by Connie. All ayes.

Public Comment: None

Motion made by Ashley to approve the August 27, 2026 minutes, seconded by Rebecca. All ayes.

Board Correspondence: None

Treasurer's Report: Connie motioned to table the approval of the Treasurer's Report due to a bank discrepancy that Lisa and Rebecca will check and balance, Ashley seconded. All ayes.

Director's Report: Discussion concerning steps in alleviating some landscaping issues. Discussion concerning Lisa and staff meeting with Carol Dawe.

Ongoing and New Library Business

- a. The board discussed the former Director's tree of recognition purchase and placement. Connie will speak with an arborist and get back to the board on her findings.
- b. Discussion concerning the FOIA policy and appointing of the Officer. Ashley motioned to approve the FOIA policy with Lisa as the FOIA Officer, seconded by Rebecca. All ayes.

- c. Discussion concerning the Library Continuity & Emergency Staffing Policy. Connie motioned to approve the Library Continuity & Staffing policy, seconded by Ashley. All Ayes.
- d. Discussion concerning the proposed Personnel Policy Update: Chapter 10, Section B (Notice Period PTO, pgs. 26-27). Rebecca motioned to approve the updated Chapter 10, Section B (Notice Period PTO, pgs. 26-27), Ashley seconded. All Ayes.

Policy Review

- a. Library Board Bylaws

Discussion concerning amendment of Bylaws to a Two-Year Officer term under Article II, Section 1: Officers. Ashley motioned to approve the amendment of the Library Board Bylaws Article II Section 1: Officers to Two Year Term, seconded by Connie. All ayes.

Positive patron interactions were shared by the Director.

Public Comment: None

Rebecca motioned to adjourn at 6:55PM, seconded by Connie. All ayes.

Next meeting: November 19, 2026 at 6:00
