

Board of Trustees  
Meeting Minutes  
Tuesday, Feb 20, 2024 1:30 PM

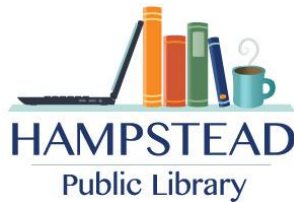
Monthly meeting called to order at 1:33pm in attendance Trustees Natalie Gallo, Ronnie Shelley, Al Cipriano, Charlene Flaherty, and Kristina Durocher via zoom; alternate trustees Bob O'Brien and Theresa McTammany; Friends Liaison Carol Cipriano; Director Kate Thomas; Minutes Emily Wentworth.

Visitor comments and questions- none.

Friends of the Library Update- \$925 thrift shop income for the month of January. Next meeting will be March 26<sup>th</sup> at 6:30pm.

Kristina Durocher recognized as attending via zoom.

1. Approve minutes from the January 23, 2024 meeting and February 8, 2024 Emergency Meeting. Motion to approve made by Charlene, seconded by Ronnie, Kristina yes, Ronnie yes, Al abstain from February 8<sup>th</sup> minutes and yes on January 23<sup>rd</sup> minutes, Natalie yes, Charlene yes.
2. Director's Report- Kate shared Director's report.
  - a. Stats- 3,464 visits to the library, 27 new patrons in January
3. Treasurer's Report
  - a. Budget- Al asked Kate about generating income and expenses, as well as miscellaneous line under income generating, Kate will get back to everyone regarding his questions charge.
  - b. Spending the interest from investments- ideas. Kate would like to use some of this money as a stipend for Julie and Merrily for the extra efforts they put into the Images of America book. Kate suggested \$500 after tax for each of them. Ronnie pointed out that the book will be sold during the town anniversary celebrations and will generate some income. Ronnie made a motion to approve the two \$500 bonuses plus tax liability to Julie Watt and Merrily Samuels for their work on the Images of America book from interest earned on investment accounts, Al seconded, Charlene yes, Natalie yes, Al yes, Ronnie yes, Kristina yes. Kate also wants to look into



using the rest of the money for equipment upstairs to improve the study rooms and seminar room. She wants to explore sound damping for at least one of the rooms to be able to offer it as a space for private conversations and telehealth appointments.

- c. Keith Pike (VP of government banking at TD Bank) is working with Kate and Tina Harrington to allow for online bank account access. This would make it possible for Kate and AI to view transactions online without having to physically go get a copy at TD Bank. Kate is still looking into fees and details before any decisions are made.

#### 4. Old Business

- a. Policies to be updated: Confidentiality Policy (rewrite) and Interlibrary loan policy (2nd reading). Interlibrary loan policy was approved in September 2022, trustees will add their initials. Confidentiality Policy was rewritten for us by lawyer Diane Gorrow. Procedures section was taken out but Kate will discuss this portion with staff. Trustees will take copies to read and discuss at the next meeting. At the next meeting a new first reading happen since there were substantial changes to this policy.

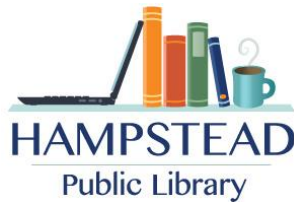
#### 5. New Business

- a. Create an addendum to the town's mobile phone policy. New policy needed for mobile phone usage for library staff in order to be reimbursed.  
1<sup>st</sup> reading.

[Joe Guthrie, liaison to the Select Board joined meeting at 2:15pm.]

Natalie suggested editing the wording under 1. to clarify the meaning of the substitution of "Department Head" for the library. Charlene and Kristina made suggestions to clarify the wording. Ronnie suggested clarifying the wording to \$20 per staff member. Kate will rewrite for voting at next meeting.

- b. Water supply options at the library- Kate shared the emergency meeting minutes from February 8<sup>th</sup> to update everyone about the letter she received from Gary Barnes regarding charges for water from 2023. Kate has written a draft of a letter to send to Gary asking for invoices and proof of shared costs. Joe suggested to the trustees that they submit a request to the Select Board to have the town connect the library to HAWC water using ARPA funds and to work with Barnes to come to an agreement to pay him



in the meantime. Natalie suggested contacting an attorney to learn more. It was decided that Kate will contact the town attorney before sending the letter to Gary Barnes. Charlene suggested sharing the previously written contract from 2014 that was never enacted with the attorney to see if it could be used from here on out. Motion to request that the Select Board work with the library to look into water supply solutions made by Charlene, seconded by Al, Al yes, Ronnie yes, Kristina yes, Charlene yes, Natalie yes.

c. Potential for online access to accounts at TD Bank. Discussed previously.

6. Donations by groups or individuals. Motion to accept made by Kristina, seconded by Ronnie, Charlene yes, Natalie yes, Al yes, Ronnie yes, Kristina yes.
- a. Acceptance of donations in memory
  - b. Money in donation jar
  - c. Books, audios & videos from various individuals
  - d. Donations by groups or individuals

7. Correspondence- none.

8. Non-public session per 91-A:3 II (compensation)  
Motion to enter into nonpublic session made by Al, Natalie Yes, Charlene Yes, Ronnie Yes, Al Yes, Kristina Yes.  
No action was taken during non-public. Ronnie moved to come out of non-public. Natalie Yes, Charlene yes, Al yes. [Kristina left meeting while in non-public]

9. Meeting adjourned: Motion to adjourn Charlene. Ronnie seconded. Unanimously approved.

Next meeting March 19, 2024 1:30 PM