

Board of Trustees Meeting Minutes
Tuesday, March 19, 2024 1:30 PM

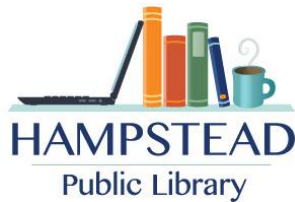
Monthly meeting called to order 1:33PM in attendance Trustees Natalie Gallo, Ronnie Shelley, Al Cipriano, Bob O'Brien; Friends Liaison Carol Cipriano; Director Kate Thomas; Minutes Julie Watt. Joe Guthrie joined via Zoom at 1:34pm.

Reorganization of Library Board: Kate made a call for nominations for Chair of the Board of the Library Trustees. Ronnie nominated Natalie as Chair of the board and Al seconded. Kate called for a vote for Natalie as Chair. All in favor, Natalie accepted. Natalie nominated Al as Treasurer, Bob seconded. All in favor. Al thanked everyone. Natalie thanked everyone for their support for the warrant article. Kate said she is so pleased that Hampstead supports the library. Natalie said the library and the trustees do a really good job as a group. Ronnie welcomed Bob as an official member. Natalie said he has contributed so much over the years.

Visitor comments and questions: None today

Friends of the Library Update: Carol noted there hasn't been a meeting in a few months. The next meeting is Tuesday, March 26th. With the reorganization and new Friends President they are only holding meetings every few months. The thrift shop took in \$1,824 in the last month. Kate said Kara Buteau from the Friends just dropped off two donation checks for the children read along collection that are now available for kids to check out (Wonder Books and Vox Books). Natalie said to make sure they know we're so appreciative of this.

1. Approve minutes from the February 20, 2024 Meeting: Ronnie moved to accept, Bob seconded. Unanimously approved.
2. Director's Report
 - a. Stats: We are back to pre-pandemic levels. Natalie drew attention to meeting room use, reference questions, programs, and electronic use.
 - Candy Land adventure was incredibly well received. 141 participants of all ages made it a great multigenerational adventure. There were several different comments from people who enjoyed their time. Jenn worked hard to make it

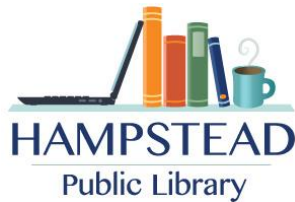


happen. Natalie brought up the Eagle Tribune's wonderful article about the program.

- Mr. Barnes is unable to give us an invoice for last year's water usage, so he has backed off from his request of last year's additional payment since he cannot provide details (which our town lawyer asked for). Kate said thanks again to Joe and Jim Lavacchia who helped her investigate. She wants to keep looking into town water. Joe confirmed we're still looking at the impact to connect the library to the town water supply, but we're on hold waiting for more information.
- Kate went to the last Master Plan Steering Committee meeting and explained the Community Calendar process that Emily has been working on. Folks can come to the Library website to request to add an event.
- We're preparing some solar eclipse programs and we'll have an eclipse viewing party on April 8th. Solar eclipse glasses are available for Hampstead library card hold holders. These were funded via a grant that Jenn received.
- Kate has interviewed two people for the custodian role. She is asking more questions and checking references.
- Kate and Stephanie completed the State's annual survey of library data for 2023.

3. Treasurer's Report

- a. Budget: Al asked about adding money to next year's budget for the legal line item, and Kate said yes it will be in there. Al said at the last meeting there were some questions about income generating revenue versus expenses as it was noted the expenses were exceeding the generating amount. It was looked into, and this can change month to month based on usage. Al and Kate met with Kara at the bank, and we now have online access for the library accounts. Kate has used it already to confirm a transaction went through correctly, and she said it was great. Al and Kate reviewed the Edward Jones document that confirms our investment policy: the risk profile is moderate and Al and Kate agreed that matches the policy; the invested timeline is 15-20 years which they agreed to keep; and in terms of how much withdrawing in ten years, they decided to keep it at \$10,000. Trustees do not have trade authorizations. The document was updated to reflect on current appropriations, and a net worth of \$350,000. Charlene was removed from the document and Bob was added. Edward Jones sent an email asking everyone to come in to sign a document to show they are legally able to sign as a Trustee, and everyone agreed they would do this. Kate pointed out an expense in the



memorial fund line that is because the vendor Yeti (pavilion cups) somehow gave us a credit on our account last year. Kate spoke to them and they were able to send the money back (so it's not a profit, it's just returning money from last year).

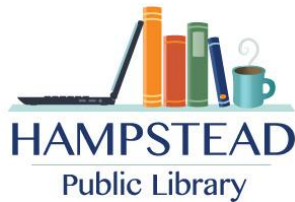
Natalie asked about priorities for the Warrant Article. Kate hasn't decided yet because she is still sorting out if the water will become a big issue and would like to wait a bit on that before deciding. Ronnie asked if Kate has a sense of whether or not our water will be affected. When Kate spoke to Gary on 3/1 there doesn't seem to be active plan for him to rescind out water, but she is not certain. Kate spoke to Jim to see if there are grants we may be eligible for, so we're looking at that. There isn't much town ARPA money left, and it will be close to \$25,000 (plus extra work inside the building for the right piping for the fire containment system). Joe said it's too fluid to comment on right now. Al asked Joe about the ARPA funds – Joe said, as Kate mentioned, it's starting to run out and they don't have the kind of funds this would need. The \$12,000 we have from the warrant article would not quite cover half the cost, but we will hold for now.

4. Old Business

- a. Policies to be updated: Confidentiality Policy (1st reading) and Mobile Phone Reimbursement Policy (2nd reading).
 - i. Confidentiality Policy: Natalie asked if everyone could take the policy home to read, and then at the April meeting they can discuss any questions. Everyone agreed. Natalie reiterated policies have to have a result. A policy doesn't carry us through without a procedure.
 - ii. Mobile Phone Reimbursement Policy: Al confirmed, Bob seconded. Unanimously approved.

5. New Business

- a. Community Calendar progress: Emily gave Kate some information on her time spent on the project. It's been about ten hours of her time to get the project up and running and start the communication, plus thirty minutes weekly now to format and make adjustments as people send their information in. There are still many people who may not be accessing it, so we're going to continue work on getting it out there. Two different condos are now hanging up our monthly brochures which has been great, but not all communities have this setup. We also mail our brochures out to people who have requested it. Ronnie asked if Town



Hall could print out the calendar and hang it there. Kate said we did try printing it and it has to be on an 11x17 paper but the bulletin board there isn't that large. At the Master Plan Steering Committee Kate presented information Emily gathered that outlined our process from start to finish and explaining the backend process. Ronnie asked if she wanted to submit a request to the Community Calendar how she would do that – Kate explained she would go to our website under the About tab to submit a request. We don't have a policy yet regarding the Community Calendar, but right now informally it's the same as our bulletin board (nonprofit, happening in our community, benefit the community, etc.) and they are reviewed before they're added. One thing Kate talked about at the Master Plan Steering Committee is that we're using our tool but when the town takes over they should choose a robust tool (which will cost money) that is scalable to handle print, a newsletter mailing list, etc. The Communication Committee is still working on a way to share information. Ronnie said it's a good idea that it's on the front page of our website because it's hard to find otherwise. Natalie asked Joe if the Select Board is doing anything. He said Laurie is spearheading that.

- b. Review and affirm investment policy (required each year): The investment policy has to be reviewed and reaffirmed each year. Al didn't see a need for any significant changes, and everyone is in agreement. It was discussed at length the last time changes were made. It is affirmed for this year, and this review/affirmation must happen each year.
- c. Adjust meeting date for April's meeting: It was agreed that next month would be Wednesday, April 17th at 1:30pm. Kate thanked everyone for that.

6. Donations by groups or individuals: Natalie asked for a motion to accept all delineations in donations below. Ronnie moved, Bob seconded. Unanimously approved.

- 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: No correspondences.

8. Meeting adjourned: 2:25pm.

Next meeting WEDNESDAY April 17, 2024 1:30 PM

