



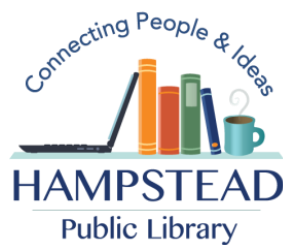
Board of Trustees  
Meeting Minutes  
Tuesday July 23, 2024

Monthly meeting called to order at 1:30pm in attendance Trustees Natalie Gallo, Ronnie Shelley, and Al Cipriano, Theresa McTammany, Bob O'Brien; alternate trustee Donna Capern; Select Board liaison Joe Guthrie; Friends Liaison Carol Cipriano; Director Kate Thomas; Minutes Emily Wentworth.

Visitor comments and questions- Joe noted that the Select Board has been discussing the upcoming budget. Tax assessments have been released town-wide. Impacts of the future detention center are still unknown. Sally Theriault is retiring at the end of August, and the Select Board will be hiring her replacement shortly.

Friends of the Library Update- The thrift shop has made \$1,242 for the month of July so far.

1. Approve minutes from the June 18, 2024 Meeting. Motion to accept minutes made by Ronnie, seconded by Bob, all in favor.
2. Director's Report- Kate gave her report for the month of July.
  - a. Stats- people continue to utilize library services including free Wi-Fi, scan to email, faxing, and notary.
3. Treasurer's Report
  - a. Budget- Al reviewed the current budget and did not notice anything out of the ordinary. The current capital reserve is \$10,092.46
  - b. Al received correspondence from 24Wealth about setting up the 6-month video conversation and yearly visit from James Cahn. He suggested the video call on March 19, 2025 and the in person visit on September 16, 2025. Natalie requested that the in-person meeting be at the sooner date, other trustees agreed. Kate had noted that there would be a meeting with them this September and Edward Jones in October. Al will reach out to them to set the meeting dates.
  - c. 24 Wealth management semiannual/annual reviews. Ending figure for 24 Wealth this quarter was \$77,696.27, 3.2% return. Edward Jones ending figure was \$46,735.16, return 0.15%.



#### 4. Old Business

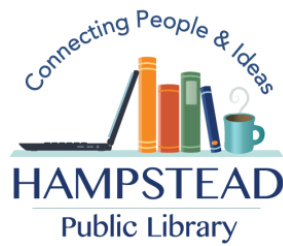
- a. Policies to be updated: Library Credit Card Use policy (2nd reading).  
Motion to accept the new Library Credit Card Use policy made by Ronnie, seconded by AI, all in favor.
- b. Discussion of sealed minutes process- Kate shared that there is a new law about having a policy regarding reviewing sealed minutes. Boards have 10 years to consider how they want to handle this. Kate will research how other libraries handle non-public sessions and sealed minutes and get back to the board.

#### 5. New Business

- a. RFP for gutter installation- After reviewing the new information about both companies and their revised offers, trustee members felt more comfortable with hiring J. Carnes & Son Roofing for the gutter job at \$16,852.50. They will be able to start in about 4 weeks and complete the job in 2-3 days. Motion to go with J. Carnes and Son Roofing made by Bob, seconded by Theresa, all in favor. Joe requested that Kate be in touch with Tina about transferring ARPA money to be used as payment.

[Joe left meeting at 2:45pm.]

- b. Adjusting time for Trustees meetings- Trustees agreed to move the monthly meeting time to 1pm starting in August.
- c. New Hire status- will be revisited in September. Staffing is covered for the summer. Jenn is working on hiring the new Library Page.
- d. Discuss articles about trustee roles- AI and Bob mentioned that at trustee's conference they noted that HPL is doing many things that the Association recommends. Theresa mentioned that trustees should be recruiting for another alternate.
- e. Policy Housekeeping:
  - i. Credit card acceptance policy (1<sup>st</sup> Reading)- no changes were noted.
  - ii. Debit Card Policy approval from 2018- Motion to accept Debit Card policy made by Theresa, seconded by Bob, all in favor.
  - iii. Digital Sign Policy review- Motion to accept Digital Sign policy made by AI seconded by Ronnie, all in favor.



6. Donations by groups or individuals. Motion to accept all donations made by Bob, seconded by Ronnie, all in favor.
  - 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- Natalie received a card from 24 Wealth wishing her a Happy Birthday.
  
8. Meeting adjourned: Motion to adjourn made by Theresa, seconded by Ronnie, all in favor.

Next meeting Tuesday August 20, 2024 at 1PM (note new time)