



Board of Trustees
Meeting Minutes
Tuesday, August 20, 2024

Monthly meeting called to order at 1:02pm in attendance Trustees Natalie Gallo, Veronica Shelley, Al Cipriano, Theresa McTammany, Bob O'Brien; alternate trustee Donna Capern; Friends Liaison Carol Cipriano; Director Kate Thomas; Minutes Emily Wentworth.

Visitor comments and questions- none.

Friends of the Library Update- Carol reported that the Thrift Shop has been consistently bringing in around \$2,000 a month. They have found increased advertisement has helped business.

1. Approve minutes from the July 23, 2024 and August 6, 2024 meetings. Motion to approve both minutes made by Theresa, seconded by Bob, all in favor.
2. Director's Report- Kate shared her Director's Report
 - a. Stats- 257 adults and 341 kids and teens participated in Summer Reading. There were 48 new patrons and 5,630 people were counted coming through the door in July.

[Select Board Liaison Joe Guthrie joined at 1:17pm.]

3. Treasurer's Report- Kate and Al met to solve a problem with transferring money at the bank. Al helped to straighten out the problem with TD Bank.
 - a. Budget- 84% of the building maintenance fund has been used, they are hoping to increase this budget line for 2025. Other areas that may require increases include electronic materials and water sourcing. The library is investigating the costs of joining HAWC. Kate will present the proposed 2025 budget at the October 9th Select Board meeting at 7pm.
 - b. Annual in person meetings with Edward Jones and 24 Wealth plans: Chris Adams from Edward Jones will join the trustee meeting on October 15th. James Cahn can join in person either September 4th or 5th. Al made a motion to ask James Cahn from Twenty Four Wealth to schedule a meeting with the trustees on Wednesday September 4th at 1:30pm, Ronnie seconded, all in favor.



4. Old Business

- a. Sealed Minutes inventory- the trustees need to create a procedure for regularly reviewing sealed minutes and determining whether they need to remain sealed. Kate suggested the trustees consider what they want to do with sealed minutes to stay in compliance with new RSAs. Ronnie volunteered to contact the Trustees Association to learn more.
- b. Credit Card Acceptance Policy (2nd reading)- Motion to accept the Credit Card Acceptance Policy made by Bob, seconded by Theresa, all in favor.

5. New Business

- a. New Hire status- new library page Emilia started last Monday.
- b. Policy Housekeeping:
 - i. Adjustment to the Library Patron Card Eligibility Policy (1st reading). "Policy" was added to the title, and it was clarified that new patrons must appear in person.
 - ii. Removal of old Non-resident Card Holder Policy

6. Donations by groups or individuals. Motion to accept all donations made by AI, seconded by Bob, 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- Kate shared a letter from Kathe and John Cussen thanking the library for being so helpful in sharing town information.

8. Meeting adjourned: Motion to adjourn made by Bob, seconded by Theresa, all in favor. Meeting adjourned at 2:30pm.

Next meeting Tuesday September 17, 2024 at 1PM