



Board of Trustees  
Meeting Minutes  
Tuesday Sept 17, 2024 1 PM

Monthly meeting called to order at 1:00pm in attendance Trustees Natalie Gallo, Veronica Shelley, 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- none.

Friends of the Library Update- Friends are meeting tonight at 6:30pm. The thrift shop made over \$2,500 in the past month.

1. Approve minutes from the August 20, 2024 and Sept 4, 2024 meetings. Motion to accept both minutes made by Bob, seconded by Ronnie, all in favor.
2. Director's Report- Kate mentioned that her annual review is coming up and asked the trustees for feedback on that process. Trustees agreed that there should be a review with growth goals and an additional follow up six months later to check on progress. Kate gave her Director's Report.
  - a. Stats- 5,489 people came through the door in August, meeting room use was higher than ever, 401 people attended programs in August.
3. Treasurer's Report
  - a. Budget- review 2025 budget. Kate has estimated projected salaries based on past increases to use as a placeholder. The legal budget line has been increased from \$1 to \$2,000. The mileage reimbursement line has increased to include phone reimbursements which was previously a separate line item. Kate has added potential water costs to the budget. Mike Carrier has expressed interest in having the town help the library to connect to HAWC. This would allow the library to stay open if the power is out, and if the library has a generator it can serve as an emergency location. Downloadable books has increased to meet demand.
  - b. A new custodian still hasn't been hired and only about 6% of the custodian budget has been used so far so funds can be moved from there if necessary this year.
  - c. Other important dates for budget work. Edward Jones representative will be at the library on October 15<sup>th</sup> to meet with the trustees.
  - d. Kate and Al discussed \$12,000 capital reserve fund again when they apply for a warrant article.
4. Old Business



- a. Sealed Minutes inventory and updates on how to create a Policy- Ronnie shared her research on NH HB 321 which affects nonpublic trustees' minutes that have been sealed. The trustees decided to form a subcommittee of Ronnie, Bob, and Al for the purpose of drafting a policy and then reviewing sealed minutes.
  - b. Adjustment to the Library Patron Card Eligibility Policy (2nd reading). A motion to accept the Library Patron Card Eligibility Policy was made by Theresa, seconded by Bob, all in favor.
5. New Business
- a. New Hire status- Kate recommended hiring Rennie Timm as the new library assistant, she will start next Monday. A motion to accept Kate's recommendation was made by Al, seconded by Ronnie, all in favor.
  - b. A motion to accept the closing schedule for 2025 was made by Theresa, seconded by Bob, all in favor.
6. Donations by groups or individuals. A motion to accept all donations was made by Ronnie, seconded by Theresa, 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 thank you notes from J. Carnes and Sons and from the Historical Society thanking the library for contributing to the 275<sup>th</sup> Anniversary celebrations.
8. Meeting adjourned: Motion to adjourn made by Al, seconded by Bob, all in favor. Meeting adjourned at 2:55pm.

Next meeting Tuesday October 15, 2024 at 1PM