



Board of Trustees
Meeting Minutes
Tuesday October 15, 2024 1 PM

Monthly meeting called to order at 12:57pm 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; Edward Jones representative Chris Adams; Director Kate Thomas; Minutes Emily Wentworth.

Visitor comments and questions – Chris Adams from Edward Jones reviewed our investment performance. Since his visit last year, the library's portfolio has had a 24.31% return and grown \$9,863.47. Generally, stocks are currently performing better than bonds. Chris expects long term bonds to become more profitable but suggests staying the course.

Friends of the Library Update – Carol reported that the Friends are hosting their membership event "Pie with Friends" on Thursday, October 24th at 6pm. All are invited to attend. The bylaws have been updated and will be shared with the trustees. This past month, the thrift shop has brought in \$2,800.

1. Approve minutes from the September 17 and October 3, 2024 meetings. Motion to accept both minutes made by Ronnie, seconded by Bob, all in favor.
2. Director's Report- Kate gave her director's report.
 - a. Stats- museum passes continue to be popular, eBook and audiobook demand holds steady.
3. Treasurer's Report
 - a. Budget- review 2025 budget.
 - b. Other important dates for budget work- The next budget meeting date will be October 28, 2024 at 7pm, then December 9, 2024 will be when the final budget is presented. The deliberative session will be held January 15, 2025 at 7pm at the middle school.
 - c. Warrant article text and amount. Al made a motion to present an article to the town for \$12,000 for the non-capital reserve fund, seconded by Bob, all in favor.
 - d. 24 Wealth Mgt. 2025 visitation schedule- James is unable to meet with the trustees in person on Tuesdays, Al suggested still meeting with him September 16, 2025 via video, and changing the in-person meeting date along with the trustee meeting to either March 17, 2024 or March 24, 2025. He will check with James to confirm the date.

[Chris left the meeting at 1:46pm.]



4. Old Business

- a. Sealed Minutes Policy update- Ronnie shared a draft policy regarding trustee sealed minutes that was created along with Al and Kate. The document also includes a procedure for the trustees to regularly review sealed minutes. Ronnie suggested that the subcommittee meeting at 12:30pm on the day of the trustee meeting to review about 5 sealed minutes every quarter. The decisions made by the subcommittee could then be presented to the full board for a vote at the full meeting. The trustees agreed with this procedure. Ronnie will revise the draft policy and present it at the next trustee meeting. Motion to reduce the subcommittee to review nonpublic sealed minutes to two people, Ronnie and Bob, with Al as an alternate, made by Ronnie, seconded by Theresa, all in favor.

5. New Business

- a. RFP for AC upgrades- Kate shared the RFP she drafted for 2 AC unit upgrades. Bids for the job will be due November 15, 2024. Motion to accept the request for proposal to replace the air conditioner units as written made by Bob, seconded by Al, all in favor. Kate will post the RFP.

6. Donations by groups or individuals. Motion to accept all donations made by Theresa, 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- Ronnie shared that the Salem Area Women's Club has decided to donate \$500 annually to support the electronic materials collection at the Hampstead Public Library.

8. Meeting adjourned: motion to adjourn made by Bob, seconded by Al, all in favor. Meeting adjourned at 2:22pm.

Next meeting Tuesday, November 19, 2024 at 1PM