



Board of Trustees

Meeting Minutes

Tuesday November 19, 2024 1 PM

Monthly meeting called to order at 1:04pm. In attendance Trustees Natalie Gallo, Veronica Shelley, Al Cipriano, Bob O'Brien; alternate trustee Donna Capern voting in the absence of Theresa McTammany; Select Board Liaison Joe Guthrie; Friends Liaison Carol Cipriano; Director Kate Thomas; Minutes Emily Wentworth.

Visitor comments and questions: Friends of the Library Update- Pie with Friends Meet and Greet was not as successful as hoped. The effort continues to attract membership. The Thrift Shop brought in \$3,028 since last reported.

1. Approve minutes from the October 15, 2024 meeting. Motion to approve minutes made by Bob, seconded by Ronnie, all in favor.
2. Director's Report- Kate gave her report.
  - a. Stats- 4,000 people visited in October, 254 items were checked out on the highest circulation day.
3. Treasurer's Report-
  - a. Budget- 2025 budget updates- 2024 overages are being considered in the creation of the 2025 budget. Notable items that were over budget include building maintenance and electronic resources.
  - b. 24 Wealth Mgt. 2025 visitation schedule and 3<sup>rd</sup> quarter report. Trustees will be meeting with 24 Wealth in person on March 19, 2025 at 2pm, September 16, 2025 video call. Ending balance was \$81,037.68, 4.31% earnings for the quarter.
4. Old Business
  - a. Sealed Minutes Policy update- Ronnie shared her revised policy which included an added numbered procedure list. Al requested that under Procedures item 1, the wording "In the absence in one of the subcommittee members, an alternate trustee will fill in." be added. Bob shared some notes he made to be added to the policy: "In April, each year, a member of the sealed minutes committee, shall inventory the sealed minutes file to determine items for review. Nonpublic minutes shall remain sealed for a minimum of 10 years. Committee members shall determine which documents, with Trustees' consent, can be moved to the public forum. Minutes which are determined to remain sealed will be returned to the sealed file with the original dates posted and preceded by the letter 'R' and will remain sealed for another 10 years. 'R' will identify those minutes that have previously been reviewed.



After 50 years of reviews, all minutes will be moved to the public file.” Ronnie will make adjustments and bring the document to the next meeting.

5. New Business
  - a. Open AC estimates- one bid was submitted by Blouin Service HVAC from Seabrook, NH. Replacement quotes were \$12,150 for the 4-ton unit and \$12,500 for the 5-ton unit. Motion to accept Blouin Service HVAC’s submission of the estimated costs of the 2 AC units for \$12,150 and \$12,500 made by Natalie, seconded by Donna, all in favor.
  
6. Donations by groups or individuals. Motion to accept all donations made by Al, 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- The Garden Club made a donation of \$125 with a note thanking the Library for the use of the meeting room space over the year. A letter from JP Morgan requesting information from the treasurer was shared with Al.
  
8. Meeting adjourned: Motion to adjourn made by Donna, seconded by Bob, all in favor. Meeting adjourned at 2:03pm.

Next meeting Tuesday December 17, 2024 at 1PM