



Board of Trustees  
Meeting Minutes  
Tuesday January 21, 2025 1PM

Monthly meeting called to order at 1:06pm. 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- none.

Friends of the Library Update- Friends attended the meet and greet and got a few new members, they are still working on how to get more people involved in membership. The thrift shop brought in \$1,753 in the past month despite being closed a couple days for holidays.

1. Approve minutes from the December 17 and December 23, 2024 meetings. Motion to approve December 17<sup>th</sup> and 23<sup>rd</sup> minutes made by Ronnie, seconded by Donna, all in favor.
2. Director's Report- Kate shared her director's report.
  - a. Stats- End of year stats showed an increase in library visits since 2023, 382 new patrons in 2024, and 48,000 things borrowed from the library in 2024.
3. Treasurer's Report
  - a. Budget- Electronic materials in 2024 was over by \$7,908.42. There is \$18,069.07 available in the income generating account to be used on future projects. Audio video expenses were not completely spent due to less available materials, and the book budget was under spent due to supply chain issues. \$41,862.86 has been returned to the town due to excess salary money from the library being understaffed during hiring process.
  - b. Quarterly Investments reports- 24Wealth: ending balance \$83,558.35 and 3.11% increase. Top performers included JPMorgan, Franklin Convertible, and TR Price. Edward Jones: ending balance \$49,845.58, rate of return 0.18%. Top accounts included Lord Abbott, American Growth Fund, and Putnam.
  - c. Vote on final 2024 dividends from investments- Edward Jones available balance: \$3,333.41. 24Wealth available balance: \$3,043.79. Kate shared some options for the Crowley Room furniture and a quote she got. She hopes to make that space more flexible for the variety of groups that use it. There is also an employee celebrating 10 years who will be gifted a bonus. Motion to obtain ending year dividends totaling \$6,377.20 from Edward Jones and 24Wealth made by Al, seconded by Bob, all in favor.



- d. New Format of Financial reports- Kate and AI worked together to rework the financial report format.
4. Old Business
    - a. Sealed Minutes Policy- Motion to approve the Sealed Meeting Minutes Policy as presented made by Ronnie, seconded by AI, all in favor.
    - b. Thanksgiving days off- Kate investigated when surrounding libraries choose to close for the Thanksgiving holiday and if Hampstead should start opening on the following Saturday. Trustees agree we should stay closed for the long weekend.
    - c. Youth Services Librarian position- interviews are in process and resumes are still being received.
  5. New Business
    - a. Review Computer Use Policy revisions and new Tech Support policy- 1<sup>st</sup> reading for both policies. Donna suggested changing the wording from “personal computer” to “personal device” to encompass all possibilities. Joe suggested changing the wording in the last paragraph of the Computer and Internet Use Policy to “HPL Trustees reserve the right”. Ronnie suggested changing the first sentence of the Technology Help Policy to “Hampstead Public Library staff”. There will be a second reading of both policies at the next meeting on February 18<sup>th</sup>.
  6. Donations by groups or individuals. Motion to accept all donations made by Donna, 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- AI got an email from the NH Library Trustee Association about their annual meeting on May 1<sup>st</sup>, it will be in Manchester.
  8. Meeting adjourned: Motion to adjourn made by Ronnie, seconded by Donna, all in favor. Meeting adjourned at 2:40pm.

Next meeting Tuesday February 18, 2024 at 1PM