



Board of Trustees

Meeting Minutes

Tuesday February 18, 2025 1 PM

Monthly meeting called to order at 1:06pm. In attendance Trustees Natalie Gallo, Veronica Shelley, Al Cipriano, Bob O'Brien, Theresa McTammany; alternate trustee Donna Capern; Friends Liaison Carol Cipriano; Director Kate Thomas; Minutes Emily Wentworth.

Visitor comments and questions- none.

Friends of the Library Update- The thrift shop brought in \$2,104 in the past month. The Friends have formed a subcommittee that will be meeting to discuss fundraising ideas. Some updates to the thrift shop room will be happening during March.

1. Approve minutes from the January 21 and February 3, 2025 meetings. Motion to accept both minutes made by Ronnie, seconded by Bob, all in favor.
2. Director's Report- Kate shared her Director's report.
 - a. Stats- 103 kids and 77 adults participated in the Winter Reading Challenge. 53 people participated in the puzzle challenge.
 - b. Youth Services Librarian position- Megan is starting on 2/24
3. Treasurer's Report
 - a. Budget- 2025 updates. Al is very happy with the new one-page budget report. The data on the form is for the month of January 2025. Since it is early in the budget for 2025, there are no percentages out of line. He will be reporting on investments on a quarterly basis. James Cahn from TwentyFour Wealth will visit HPL on March 19th at 2pm.
4. Old Business
 - a. Approve Computer Use Policy revisions and new Technology Assistance Policy- Motion to approve the Computer Use Policy and Technology Assistance Policy made by Al seconded by Theresa, all in favor.
5. New Business
 - a. Future plans for building- Kate has been in contact with Nick Mancusi about possible future expansions and changes to the library building. She is sharing Nick's Agreement for Architectural Services with the trustees to review and decide if we should pay him as a consultant.

- b. Review of Volunteer Policy and agreement- Kate is interested in updating the policy, the trustees agree that the library's lawyer should be consulted during this process. Further feedback will be discussed at the next meeting.
 - c. Legislation report from NHLA- Kate discussed some upcoming legislation that could affect libraries.
 - d. Communications via email- Natalie discussed the importance of integrity and ensuring that trustee business is not discussed outside of public meetings.
 - e. Voting March 11 and Candidate's Night February 26- The Select Board, Library Trustees, and School Board all have positions in contention and Candidates are invited to share their positions at Candidate's Night.
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- none.
8. Non-public session per RSA 91-A:3,II(a). Motion to enter non-public session made by Al, seconded by Ronnie, all in favor. Roll call to enter non-public: Bob Yes, Theresa yes, Ronnie yes, Al yes, Natalie yes at 2:15 pm. Roll call to exit non-public : Bob Yes, Theresa yes, Ronnie yes, Al yes, Natalie yes at 2:40 pm. Actions taken in non-public: During non-public session, Director Kate requested to promote and provide a raise to a library staff member due to excellent performance and extra work done during the interim between the Youth Services Librarian's position being filled.
- Motion to approve a promotion to the staff member to Library Assistant II and an increase in salary by Theresa and seconded by Al. Unanimously approved.
- Motion by Ronnie to also provide a bonus of \$250 from the investment account plus applicable taxes and standard payroll deductions from payroll budget line. Seconded by Bob. Unanimously approved.
9. Meeting adjourned: 2:41pm motion by Bob, seconded by Ronnie. Unanimously approved.

Next meeting Tuesday March 18, 2024 at 1PM