

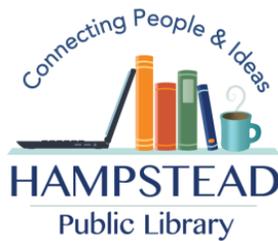
Board of Trustees  
Meeting Minutes  
Tuesday December 16, 2025 1 PM

Monthly meeting called to order at 1:04pm. In attendance Trustees Natalie Gallo, Veronica Shelley, Al Cipriano, Theresa McTammany, Donna Capern; Friends Liaison Carol Cipriano; Select Board Liaison Joe Guthrie; Director Kate Thomas; minutes Emily Wentworth.

Visitor comments and questions- none.

Friends of the Library Update- Thrift Shop made \$2,897.50 in the past month. The organization caught up on required reports to stay in compliance, the Friends hired Rosatone and Bell to help with some finances. The Friends had a float ready for the parade, but it was unfortunately cancelled. There will be a fundraiser at LaBelle Lights on December 17, 2025, the Friends get 50% of tickets bought with the code. They continue looking for new fundraising ideas. There are four upcoming tea programs in 2026 the Friends are supporting.

1. Approve minutes from the November 18, 2025 meeting. Motion to approve minutes made by Donna, seconded by Theresa, all in favor.
2. Director's Report- Kate shared her report.
  - a. Stats- 3,771 people visited the library in November, 62 people used public computers, 19 faxes were sent.
3. Treasurer's Report
  - a. The 2025 budget is on track for the end of the year.
  - b. Al will share the quarter 4 financial report and discuss use of dividends in January.
  - c. Kate would like to spend \$7,600 on window film for the building. If it cannot be done in December, she will go to the Select Board to encumber the funds for January. There are almost \$2,000 worth of books that have been ordered but have not shipped. If these orders are not completed by the end of the year, funds will have to be encumbered to pay for them as well.
4. Old Business
  - a. HAWC water connection- the 2025 money budgeted for water will be returned to the town. The connection process will continue in 2026.
  - b. Elevator upgrade funding- Kate reached out to four vendors who reported that they are unable to help with the necessary update. She is waiting for more information.
  - c. Review MOU with Town- Al suggested adding that the Assistant Director could go to department head meetings in place of the Director, Kate will check with town hall if that is allowed. Al suggested including roof snow removal as needed, Kate will talk to the DPW. A line was added to the town's responsibility to clarify flagpole and spotlight upkeep.



“Exterminator services” was removed from the town’s responsibility since the library pays for this. The town will be responsible for water connection up to the building, the library will be responsible for the water bill and pipes inside the building. The trustees agreed that the maximum spending figure not subject to Select Board approval should be increased from \$10,000 to \$25,000.

5. New Business

- a. Policy updates- The Confidentiality Policy was updated to follow the new law concerning parent access to their children’s records. Al suggested that the wording in item three be changed to “the Director will request that such defects be corrected and resubmitted”. There will be a new procedure for parents to request current borrowing records through a form.
- b. Sealed Minutes- Theresa will take over for Bob in helping Ronnie review sealed minutes.

6. Donations by groups or individuals. Motion to accept all donations 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: Hampstead Garden Club donated \$150 to the library in thanks for letting them use the meeting room so often.

7. Correspondence- Thank you card from Garden Club.

8. Meeting adjourned: Motion to adjourn made by Al, seconded by Donna, all in favor. Meeting adjourned at 2:43pm.

Next regular meeting Tuesday January 20, 2026, at 1PM