Tappan Spaulding Memorial Library

Board of Trustees Meeting Minutes

November 17, 2024 @ 5pm

**Meeting Attendees:** Kirstie Hardenstine, Erin Chapman, Adriana Reyes, Betty D'Arcy

**Excused Absence:** Rachel Dufresne, Joe Mooney **Guests:** None

**Call to Order:** 5:00 pm

**Approval of Previous Minutes:** Kirstie Hardenstine moved that the October minutes be accepted. Erin Chapman, seconded. Approved.

**Old Business Update:**

* Continue gathering interest in the Friends of the Library group

**Summary of Director's Report:**

* Erin mentioned that she is preparing for the annual report. She is also planning to participate in the Holiday Magic event (December 7, 2024 @ 4-7pm). She plans to have a book giveaway and craft available. The library has signed up to participate in the tree lighting ceremony on "the green" once again this year.

**Summary of President's Report:**

* Kirstie reviewed the by-laws and procedures that are currently in place at the Tappan Spaulding Memorial Library. The board of trustees will review and update (amend) any outdated information and plan to approve them during the December meeting.
* A motion was made by Kirstie Hardenstine to continue to provide library patrons with access to 2025 Library E-content at a minimum contribution of 5% (NEVA total: $283.00). Motion carried by Betty D'Arcy.

**Summary of Financial Report:**

* Joe, Shelby, and Kirstie worked to submit the 990 form online. The form was submitted using the recommended IRS website on November 5th and accepted by the IRS on November 6, 2024 via email confirmation to khardenstine@nvcs.stier.org (fee to submit was paid by Kirstie and will be reimbursed by the library).
* A motion was made by Kirstie Hardenstine to provide Shelby Beach with compensation for her time in helping to extend, prepare and submit our 990 form. The board agreed to an amount of $100 to be sent to Shelby Beach. Motion carried by Betty D'Arcy.

**Monthly Bills:** Reviewed & Signed

**Adjournment:** 5:35 pm

**Next Meeting:** Tuesday, December 11, 2024 @ 5 pm