

**Hampton Falls Library Trustees**  
**Final Meeting Minutes**  
**December 17, 2020**

Attending: Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, and Richard McDermott, Trustee. Also attending, Laura Pouliot, Alternate Trustee, Ed Beattie, Selectmen's Representative and Barbara Tosiano, Director.

The meeting commenced by zoom at 4:01.

The Minutes of the Nov.19th meeting were accepted upon a motion by Linda and seconded by Richard.

**Donations/Unanticipated Income:** Cookbooks sale mostly. \$ 92 from our online sale. Bev motions to accept \$497.66, Linda seconds, all agree. Barbara decides which books might sell. The bookseller decides whether to sell online or not. Some stored in shed. Usually get income quarterly. Mostly cookbooks and craft books. Also, books about aliens sold for big money.

**Treasurer's Report:** Totals do not include Payroll for all Dec. Will have some money there and in Benefits leftover that go back to town. \$9600 unspent through December 1 in other expenses. Will encumber the \$1800 for the side door which leaves us with about \$1500 surplus after paying \$1000 for contingency.

We noted that the Maintenance budget line was overspent due to replacement of the front doors. The book covering supplies expense was high just due to taking advantage of sales and timing. Also, the Dues and Subscriptions line item was higher than budgeted due to moving the database software subscriptions to that line item.

Beverly questioned the totals on our Accounts page under Investments These are as of November 1. Should not the money held by the Trustee of the Trust funds be included as one of our Investments in order to track each fund's performance and origin. Right now, interest from our Trust Funds held by the Trustees of the Trust Funds it is included in Donations. Also, the "Donation funds used from Operating Account" data needs the bottom title of net spent retitled. We decided to do more research regarding spending the principal and interest income of our Investment funds.

We will need another meeting at end of December so we can discuss the final Treasurer's report and what amount returned to town. We should approve that report. We decided to meet by Zoom on Jan 5<sup>th</sup> at 4pm. Also, Barbara will send us her annual report to review then also.

Ed Beattie reported that the Board of Selectmen will be deciding on where to bank based on the new municipal interest rate data from the treasurer. Peoples and Provident .5% higher than Citizens. Citizens waived some fees in past and are local. The Board deferred their decision until January meeting. Library and Town have same tax ID. As a result, we cannot do online reconciliation. Town Treasurer interest rate numbers will be sent to Beth. We don't have to use Citizens and can move our funds at any time.

**Director's Report:** Circulation up over 100 books compared to last year's monthly totals. 762 bags put out since started curbside pickup. Marketing the collection has an impact. Personal shopping done by staff (Concierge Service). New building cleaner good as completed in less than one hour. Holiday programs were popular and continue to happen. Zoom program "Spirt of Christmas past". With 46 people watching from all over the country. Santa rode around town on firetruck with Barbara inside. Highlight of her year! Also, in the parade was the Fire Dept's new red pickup and a decorated Churchill truck. Pictures are online. We did a Polar Express reading on Zoom. Received 25 letters for Santa that were more personal than in years past. Leah gave out 50 gifts from Home Depot to the children.

**Friends:** They had a gaming facility event in Dover in November and netted \$3000 from that. Will put money toward funding speakers but want to do something more impressive such as an online course. Laura's Scarecrow decorating idea has new tips and hints which will be shared with Judy Wilson of the Friends.

**Continuing Business:** Status of Covid: Case numbers up. Barbara and Staff feel in control. Space in building allows for distancing. The 20 people that come in on Saturday for the 4 hours are not crowded. The Staff uses the activity room for mask breaks and can have lunch there as air purifier machine there. We have enough PPE. As long as the staff is comfortable or until the case numbers start up after Christmas, we will continue being open. If school shuts down, case numbers shoot up or if someone on Staff is exposed then might have to shut down being open to visitors.

**New Business:** We received a complimentary thank you from Barbara for her Christmas Bonus.

Our List of Meeting dates for 2021 that was posted will be corrected.

The Website should have a way to allow public to watch our meetings. There will be a note added to the website to "Call Director for information to attend the Trustee meetings."

Laura: Ainsley will donate her money for some summer help to the Library's Materials budget. We thank her.

Ed thanks the Board for keeping the Library open and dealing with the new challenges.

Happy Holidays to all.

Amy makes a motion to adjourn, Beth seconds at 4:58 pm.

Beverly Mutrie, Recording Secretary