

## Hampton Falls Free Library Trustees

### Final Meeting Minutes

June 23, 2022

Attending at 4 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, and Laura Pouliot, voting Alternate in absence of Richard McDermott, Trustee. Also present was Barbara Tosiano, Director. Selectman's Representative, Ed Beattie was also absent.

The minutes from May 22 were corrected with 'Lisa Hayes' instead of 'Lisa Hughes'. A motion to accept them as amended was heard from Linda, seconded by Laura and all concurred.

There was no Treasurer's report.

The Director reported that the staff had been re-certified for CPR at the Fire Department. RB Allen has repaired the heat detectors for \$850 and the May 31 rug cleaning was done by AM-PM.

The Writer's Workshops have been held and were very well received. There were 8 loyal participants and the Friends might be persuaded to support it again. There were 15 people making the Hummer Feeders. There was a little confusion as to who was actually in charge of the workshop, but it was solved. Summer Adult Reading has 52 people signed up. There are 50 children for their Summer Reading but Leah expects more will attend.

Alice Brown event at the Unitarian Church is in the works. The Friends are not meeting this summer. Covid still present but cases are down, so that is encouraging. Masks do help keep the staff from getting sick.

Karen Anderson reported that our HVAC contract with Dowling has been signed and the equipment should be ordered. ARPA funds have been received by the Town, so payment is not an issue.

Linda reported that the walkway RFP will have to be reconfigured and resent as there were no takers due to width of the asphalt. We could use stamped concrete or pavers if they would not crack due to freezing and thawing. We need to get some costs or advice on alternatives.

The Director's Search Committee has sent the advertisement to Library list serve and we have had 5 candidates apply so far. Some have asked about salary and benefits.

The Committee will meet next week to review the applications and decide who to interview by Zoom. There will be a rating form for all the questions with the candidates' answers. Karen Anderson, Amy, Barbara, Linda and Laura are on the Committee. Beverly suggested that there should be a priority list of job responsibilities/qualities for ranking the candidates.

We voted to approve the revamped Selection and Reconsideration Policy which included the change to resident and card holders' and the addition of displayed materials. Linda motion to accept the changes, Laura seconded it and all voted approval.

The Electric Rates will most probably be increasing. The Consortium/Aggregate group is thought to be more advantageous than going it alone. The Town of Hampton Falls is also participating. We voted to go with whatever the BOS decides upon a motion by Beverly, seconded by Beth and all agree.

Beth believes that our budget will be OK, even if we have to pay \$800 more to Unitil. The SAU has not given us the new oil price that we usually pre-buy. Costs for materials and software services from vendors will also be increasing, so we should be prepared.

Erin will be attending a NHLTA workshop on strategic planning. Beth was sorry to have missed the NHLTA conference and will contact them to urge them to have a video presentation available for handicapped persons.

The Vanguard account paperwork has been signed and will be submitted to them asap. Beverly and Linda are the two signatories for doing trades. Our recent statement shows our funds have decreased, but they still are above what we originally deposited. We will review our Investment Policy next month and include a clause stating it should be submitted to AG's office every year directly after review. The Town has asked to see our Investment Policy.

Gardening: Beverly wondered about the effectiveness of the poison ivy spraying. We will wait a bit to see if the top of the vines lose viability, but may have to cut the stalks if necessary.

We missed a lawn treatment from Mainely Grass so they may be able to come back to attack more bittersweet. In general, we would like to have a discussion with the town on who currently is or will be responsible for landscaping, parking lot striping and crack sealing, sidewalk cracks, curbing and cleanup, chipping, mowing costs. The Trustees have taken responsibility for hiring some of these services and put most of those costs in the Library's budget in the past, but is that the best way to be cost effective as it is town property and the town hires the same services? The displayed equipment items around the Schoolhouse Museum are not the Library's responsibility either and they need fencing for safety.

The meeting adjourned at 5:05 pm upon a motion by Laura, seconded by Beth and all concurred.

Beverly Mutrie, Secretary

**Next meeting July 28 at 4 pm.**