

Hampton Falls Free Library Trustees Meeting
Draft Minutes for October 22, 2020

Attending at 2:05 pm were Linda Coe, Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Amy Magnarelli, Vice-Chair, Richard McDermott and Laura Pouliot, Alternate. Barbara Tosiano, Director also participated. We met in the parking lot.

The September minutes were approved upon a motion by Amy Magnarelli, seconded by Beth Forgione. There were no donated funds this month.

Director's Report: Library newsletter goes out once a month along with many social media posts. There was a noticeable uptick in this month's circulation vs last years. It was assumed due to more requested children's books. We have been averaging 100 bags/month. The director is ordering double copies of adult bestsellers. Overdrive is also popular. Children are sometimes doing story time outside within hula hoops. Inter Library Loan (ILL) service resumed Sept 15. Santa Party will be done with Santa riding around town in a fire truck along with letters to Santa. We have painted rocks by Kathi McLaughlin for Sale and Cookbooks will be coming next week. Erin will be back in December with the Director working her weekend shift until then.

We will be closed Nov. 11, and Thanksgiving Day and we decided to close early afternoon on Christmas Eve. Exact time will be up to the Director. The septic system was pumped and the boiler cleaned.

Laura mentioned that Chester Historical Society is holding a Scarecrow fundraiser for \$25 each participant. They will receive a kit to make a scarecrow (post, bag, etc) and be judged. Laura will research further. Maybe a Friends activity?

The Friends will be the beneficiary of the Dover Poker Room soon and they are looking for ways to spend some of their funds. Barbara was looking at more virtual programs. Beverly mentioned Viking TV.

Parking Lot/Walkway is on hold until COVID subsides. The Front doors will be installed next week. We will have CT Tree cut the scrub and cherry trees on the back-lot line for 1.5 days for at least \$1500. The cherry tree next to the building has a fungus and will be cut with the stump as close to the ground as possible. We will not be loaming this year and Beth will check with Epping Well about the irrigation install date. We hope the irrigation system will improve the grass growth and therefore no loaming needed next fall either. We will be liming the lawn as needed next year.

We discussed the several cleaning proposals. Due to weekly cost, Carol was selected provided her other references check out. She will work on Mondays when the Director will be there and she will have a checklist of items to clean. We will hire AM/PM to wax the floors and wash the rugs yearly.

We discussed the Treasurer's report which is as of Sept 24. We will be returning about \$5000 to the town, mainly from the part-time employees' line item. Beth has moved the subscription fees for Overdrive, Mango and Ancestry to the Dues and Subscriptions line item. We questioned who is supplying our oil and the price through the cooperative with the School. We have not received a quote yet to replace the Children's Wing doors. Hopefully it will come before year end so we can encumber the funds if necessary.

We looked at the Budget for next year. Social Security, health insurance and benefits will be going up next year by about \$1100. Payroll will increase by \$1500. Other increases are \$150 for Land Improvement, \$1600 for Dues and Subscriptions and \$1050 for Telephone and Cleaning services. We voted to approve the bottom-line budget for 2021 to be \$169,915 upon a motion by Linda Coe, seconded by Richard McDermott and all agreed.

The proposed Warrant Article for next year was discussed. We are asking for permission to spend our donated funds. The wording was similar to what was approved in 2014. Beverly questioned using just the word "Library". Maybe it should be more specific encompassing all Library property i.e. building, grounds (including walkway) and contents. We want to make sure it is non-lapsing and the Trustees are agents to expend. Linda will check with the NHLTA legal advisor, Margaret Byrnes.

We discussed our Alternate's role: only serving as a Trustee when one elected Trustee is absent. The Alternate is supposed to attend every meeting to understand the subject(s) under discussion. He/She can attend Non-Public sessions if invited. We value our current Alternate's participation as she is generous with her time and ideas. We encourage her to continue participation, but she must raise her hand and ask permission. Richard will be on the lookout for another Alternate as we may have three.

Beverly asked about our Bookkeeper's contract which was derived from the municipal one for NH. It has not been signed. Beth is waiting for an example from the Parks & Recreation Commission which is simpler and doesn't have the indemnity clause. We will also have to think about a replacement if our current Bookkeeper retires.

The next meeting will be November 19th at 2pm. Linda will call the place or if online.

The meeting adjourned at 3:50 pm, upon a motion by Amy, seconded by Linda, and all agreed.
Beverly Mutrie, Secretary