

Hampton Falls Free Library  
Draft Meeting Minutes  
June 24, 2021

Present: Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, Member, Laura Pouliot, Alternate, Barbara Tosiano, Director and Marissa Rogers, guest.

**Minutes:** The meeting began at 4:02 pm. The minutes for May 27 meeting were approved as written upon a motion by Linda, seconded by Amy, and all concurred.

**Unanticipated donations** of \$439, mostly a grant from the State Library for Summer Reading, was received. Linda motioned to accept, Beverly seconded and all agreed.

The treasurer noted that the CD earnings of \$5K and change were deposited into the Citizen's account for donations.

**Director's Report:** Epping Well came to turn on sprinklers which connect to a manually turned on spigot. Summer Reading has started outside on the lawn with some using the tent. 65 kids have signed up. We applied to the State Library for a grant for underserved populations, the tweens and teens, and received \$400 for 'boxes' filled with goodies. There are 18 teens signed up. Leah, our Children's Librarian, has produced a folder with information on the Summer Reading program "Tails and Tales". Stacy Hanson has started to work in preparation for filling in for Leah. Children's book sale will be in August on the 21<sup>st</sup>.

We decided that **our August meeting will be changed to August 19<sup>th</sup>** due to absences. It will be noticed. Friends are on hiatus until September 1.

**Covid:** Did not have to quarantine books after June 1. Staff will be masked due to unvaccinated youngsters.

**Mechanical Equipment:** The plan is to replace 4 condensers, also all the refrigerant lines, and air handlers and the heat coil in the attic. We need to put the plan out to bid and discuss with the CIP come fall. The project can not be phased. We have used donation money of \$9K so far to pay for the engineering. We would like a 24x36 paper copy of the plan along with an electronic copy. The town will be informed and asked about the bid process. Richard suggests a mini-split heat pump system. Was that considered? Linda will ask.

**Landscape:** Linda, Amy and Beth did some weeding, pruning, replaced some spent flowers and planted the wagon wheel garden. There is still poison ivy growing out back. It should be sprayed again during a dry period when its thirsty. Bark mulch is needed. We will order a truckload from Going Green, if possible, and hopefully labor to spread it comes with. Richard will contact them. Richard leaves at 4:30 pm. Laura becomes a voting member.

**Investments:** Linda handed out a Prudent Man vs Prudent Investor guide that was from the NHMA Trustee Training Attorney General's talk on the financial RSAs for Libraries. We should follow the Prudent Investor rules. Linda will contact David Mayes, CFP of Three Bearings, a financial planning service and Trustee of the Trust Funds to ask for his help. We expect him to review our Investment Policy and suggest changes. Other advisors could be J.P. Pontbriand and Frank DePeters. Beverly asked if a Library Foundation would be useful.

**Rocky Knoll:** The TIC (Town Improvement Committee) will come up with a plan for cleaning up the Rocky Knoll at the end of the parking lot this fall. They hope to get prison labor. Jack Fermery walked it with Laura. They need to clean out the Sumac and other weed trees but keep the apples and big maples. There is Japanese knot weed there that must be destroyed properly. The Conservation Commission (Mary Ann Hill) could tell us and the town how.

Our **Social Media Policy** will merge the Manchester example with Barbara's proposed policy. We like the Manchester one as the base, but will use our Privacy/Parental Clause, add "regularly" to moderated, add our Director's list on commenting and keep liability clause plus make grammatical and punctuation corrections. Barbara will send out the final draft for next month.

**Selection Policy:** Barbara suggests deleting Ebsco and changing some other minor points. The staff can do the materials weeding, but the Director is responsible for overseeing the final result. We will accept as amended upon a motion by Linda, seconded by Laura and all concur.

Linda makes a motion to adjourn at 5:15 pm. Amy seconds with all agreeing.

Beverly Mutrie, Secretary