

**HFFL Trustees Meeting
Draft Minutes January 28, 2021**

Attending by Zoom starting at 4:04pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Richard McDermott, Trustee, Laura Poulliot, Alternate. Also attending were Ed Beattie, Selectmen's Representative and Barbara Tosiano, Director.

Not in attendance: Beverly Mutrie, Secretary

Minutes of January 28, 2021: Need to correct the year in the title which indicates 2019 instead of 2020. Motion to approve minutes as amended by Richard McDermott; Beth Forgione seconds. All in favor.

Treasurer's Report: No treasurer's report this month.

Accept donated funds: \$210 received with \$200 from the NH Humanities for "The Finest Hours" presented by Michael Tougias. Motion to accept by Linda Coe; Amy Magnarelli seconds. All in favor.

Director's Report: High points for the month – lots of Zoom meetings, busy providing bags for curbside pickup, various building inspections completed and the new side door ordered with a target install date in April. The "Christianization of Ireland" program is proving to be very popular with 30 sign-ups already.

Friends of the Library: Looking for a Tai Chi instructor. Also considering putting on an outdoor concert.

COVID Update: With many residents getting vaccinated next month's meeting would be a good time to begin thinking about hours open. Will put on agenda for the next meeting.

HVAC: Early this month the heating failed. Linda Coe's husband David investigated and found a relay shorted out. He was able to fix the relay and getting the heat going again. (Many thanks to David!) He noticed it took a long time for the building to come up to temperature again and that the boiler was coming on for a few minutes, shutting off for a few minutes, then coming on again. He pointed out these behaviors indicate there is an issue with the heating system. We agreed we should get a consult on what is going on with the heating system. A possibility David suggested is the reliance on baseboard heat may not be the way the system was intended to provide a majority of the heat and perhaps the air handler should be heating and distributing hot air. Barbara will reach out to Siemens and to Bob Marshall from Dowling, if needed. Bob Marshall is currently preparing options and costs for updating the air conditioning system.

Bank Account: No fees are currently being charged by Citizen's for servicing the Library's account. Ed Beattie indicated a motion was made at the last select board meeting to move the town accounts to Provident Bank. When the town completes this process the Library should be the only remaining account on the town's TIN so should be able to get online access going forward.

Solar – We agreed that if solar is to be considered, it should be addressed as a municipal project, not just a Library project. Since this idea is Bev Mutrie's, we agreed she should run with it with the town.

Laptop: After reviewing the three laptop options proposed by John Ashak as well as Barbara Tosiano's recommendation to go with Option 2, we agreed. Expected cost is approximately \$300. Motion was made by Beth Forgione to go forward with the purchase of the Option 2 laptop to support the staff's Zoom meetings. Linda Coe seconds. All in favor.

Social Media Policy: Barbara Tosiano presented a proposed Social Media Policy. There were a couple of suggestions for changes. Suggestions - under the Commenting section add a statement indicating the "posted comments do not necessarily represent the Library's views or positions" and add "and solicitations" after the last item "Commercial Content." All agreed the proposed policy covered the topic well. Beth Forgione recommended the policy be reviewed by Legal. Motion to submit the policy for legal review before being approved by the trustees was made by Linda Coe; Beth Forgione seconds. All in favor.

New Business:

First Amendment Audit: Barbara Tosiano brought to our attention a First Amendment Audit which is when a person enters a public building with a camera claiming a first amendment right to film and then post those films on the internet. The recommendation by the Library Association is to not engage with these individuals.

Funds for Cultural Programs: Ed Beattie mentioned there has been a generous bequest to the town by a resident for cultural programs. Some of these funds might be available to the library for such purposes so we should consider how they might be used for cultural programs offered by the Library.

Motion was made to adjourn at 4:59 by Amy Magnarelli; Linda Coe seconds. All in favor.

Minutes prepared by Beth Forgione.