

Hampton Falls Free Library Trustees
Meeting Final Minutes, July 22, 2021

Attending: Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, Trustee and Laura Pouliot, Alternate. Barbara Tosiano, Director, also attended. Absent: Ed Beattie, Selectman. The meeting began at 4:10 pm at the Library after removing the portable canopy frame with the help of Shawn Hanson.

Minutes: There was one change in the minutes from June. The Aug. 19 meeting will be "posted". Richard made a motion to approve minutes as amended, seconded by Amy and all agreed.

Treasurer's Report: Current CD paper statement from Provident bank is not being sent. Maybe only at quarter year. Rug Cleaning expenses moved to Custodian line item. We discussed any ways to reduce cost of telephone service. All wanted to keep hard line service (First Light). We had \$76K invested in CDs and Vanguard funds. We have bought a laptop and a Director's computer camera but can't use ARPA funds for them. We paid \$8900 for plans for HVAC system paid from Maintenance and Repair line item and if needed, some donated funds/CD interest.

Federal Funds: Beverly reported that the Selectmen have received \$252K in funds from the state. They will be asking department heads for wishes to expend those funds. We need RFP for doing HVAC work and seek reputable contractors such as Dowling, Palmer Sicard, Lamprey, DF Richard, Hartmann, and MacKenzie. We might have to go before CIP.

Director's Report: The grant from the NHSL Round 1 was \$1268 (ARPA funds). We bought an OWL, a 360 video recorder. Round 2 ARPA mini grant of \$10K for communications only is not suitable for us. Waiting for Round 3 which might take care of website improvements. A donation of \$500 was received from Hampton Rotary for Summer Reading. Circulation statistics up and visits are back to normal. Library has fancy bookmarks that list this fall's programs. A very extensive social media report was given to the trustees. Kudos to the staff. After Labor Day, we will go back to being open an additional 4 hours on Fridays. Mask Policy is the same as now unless state health department advises change. Mahjong and Knitting groups can meet in the Library after Labor Day. Will not hold adult book sale in Sept., just children's one in August and Cookbook sale in December. We should try to promote a Friday Men's Social group again.

Landscaping: Linda reported that she would get the parts for the drip irrigation system for the shrubs/flowers. The irrigation system is working. We thank Richard for the mulch and weeding he provided from Going Green.

Investments: We will be asking J.P. Pontbriand about advising us for financial investments unless we can reach David Mayes.

Social Media Policy: Laura recommended several changes in grammar and spelling. Amy made a motion to accept as amended and send to counsel for review with Linda seconding. All concur.

Budget Review: We believe HVAC most important along with the walkway. Our priorities may also revolve around a 5- year plan for expansion so the parking lot and/or walkway will be necessary. In the Selectmen's minutes of Dec 2019, the town approved the walkway, the warrant article passed in March 2020, but we decided to let it lapse due to COVID. We need to add more funds (\$2500) to the Computer account (#740) for new machines. Linda will ask the town about their requirements to proceed with both projects. We need to put donated Walkway funds in the 2021 budget in order to spend. Laura left at 5:47.

We voted to go into non-public session to discuss merit raises upon a motion by Beth, seconded by Amy and all said yea by roll call.

We came out of non-public at 6:05 pm upon a motion by Beverly, seconded by Beth with all concurring by roll call. We voted to seal the non-public minutes upon a motion by Amy and a second by Beth.

Linda made a motion to adjourn, seconded by Richard and all agreed at 6:06 pm.