

Hampton Falls Free Library Trustees
Draft Minutes May 27, 2021

Attendees: Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Richard McDermott, Trustee, Laura Pouliot, Alternate, Barbara Tosiano, Director and Marissa Rogers, guest. The meeting commenced at 4pm at the Library.

The **minutes** of April 22 were amended and a motion to accept was made by L. Coe, seconded by R. McDermott and all concurred.

Donations: A motion to accept \$105 (mostly out of town cards) was made by B. Mutrie, 2nd by L. Coe and all agreed.

Director's Report: Our online bookseller has passed away. We will be looking for a new person to take over if needed. Barbara reported that the Sea Shanties had 30 people. Erin, our grant writer, will be applying for \$1200 grant from ARPA, for a federal grant for connectivity items. We already have enough items recently purchased to qualify. There may be more federal funds available for infrastructure this fall that could be used for replacing the HVAC equipment.

The Friends are funding 2 Little Libraries. One Little Library will be at the Library; other possibly at Wakeda. There is some confusion as the LAS 8th grade is also putting out Little Libraries.

Covid Status: B. Forgione suggests we go back to regular hours. B. Tosiano agrees except that staff needs vacation time, so she recommends being open only Wednesday nights; closing at 5 on Thursdays, and open until 2pm on Fridays and Saturdays. We agreed. The staff will continue doing curbside. Masks will be worn at the discretion of the patron/staff. Most summer events will be outside (bring own chair). B. Forgione motioned to begin modified regular hours on Tuesday, June 1. B. Mutrie seconded. All agreed.

Safety Protocols: Masks will be at discretion of patrons/staff as children are still unvaccinated. We will still quarantine books for three days as does the State Library and because of the Batelle Study's conclusion. A. Magnareilli, makes that a motion, L. Coe seconds and all concur. We will allow approved groups to meet in the Library at their own risk and allow computer use with wipe downs.

Outdoor Projects:

We should ask Jane Robart to see if she has a photo of Peter and Henry DeBoers from Epping Well. We would like Henry to come to the Library for a picture and our thanks. The irrigation system has not been turned on as yet due to the Town needing to get the well pump up to snuff. There are trees out back with poison ivy vine taking over along with some bittersweet. L. Coe will poison the bittersweet and ivy. We need to have a garden workday in early June. TBA.

L. Pouliot has been working to clean up "Ledge Hill" next to the schoolhouse. We need the Town's OK to continue, a better place for the debris, and perhaps more loam. It is a project for the Town, Library and the Historical Society combined. We might want to plant it as a native/pollinator/rock garden. We are looking for a landscape designer to help; Richard will contact Jack Fermery; Laura, Going Green for advice.

The Historical Society would like to see the apple trees pruned and preserved as they are compatible with a one room schoolhouse.

Erin, a master gardener, has offered suggestions for plants for the top of the concrete sewer cover, next to the sidewalk. B. Mutrie has donated a wagon wheel rim to hold dirt. She will recheck with Erin in case Erin wants to edit the plant list due to depth. We will be looking for donations of rock garden plants and mention that in the newsletter. We have a new mowing company.

Investments: L. Coe has researched funds and strategies from her no-load fund newsletter. She recommends diversifying and being conservative. We will have to act as fiduciaries. We should look at what the Trustees of the Trust Funds have invested in. We basically decided to follow the Vanguard Retirement Portfolio and will invest about \$120K of our donation funds into various funds or "tools" within that strategy. We will ask Vanguard to reinvest all the dividends. R. McDermott suggests that we look at the 5-year results for each of the funds as a comparison.

HVAC: no report from CSI as yet.

B. Tosiano, A. Magnarelli, and B. Mutrie attended some of the workshops at the **NHLTA online meeting** recently. B. Tosiano reported that Lori Fisher from the NHSL stated that we will never be able to "go back to the way it was". There are some advantages to having programs by Zoom. We all liked the OWL electronic gadget mentioned by the Jaffrey Library. She also learned about getting a zoom one on one meeting to reach many more people via online. A. Magnarelli mentioned the importance of having a construction manager and a large enough contingency fund if doing new construction.

Credit Card Policy: B. Mutrie condensed and edited the current policy. We changed three sentences. B. Mutrie made a motion to approve the amended policy, A. Magnarelli seconded, and all agreed.

B. Forgione reported that our bookkeeper will be signing the "contract"/agreement.

Our next meeting is June 24th at 4 pm.

The Director asks that all who can, come tomorrow at noon to move furniture before the rug gets cleaned this weekend.

A motion to adjourn was heard at 6:02 pm by L. Coe, seconded by R. McDermott and all concurred.

B. Mutrie, Secretary