

Hampton Falls Free Library Trustees
Final Meeting Minutes for August 25, 2022

The meeting was convened at 4:02 pm. Attending were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Laura Pouliot, Alternate Trustee (voting), Barbara Tosiano, Director, with Joanna Meighan, Incoming Director and Tom Shek attending as guests. Absent: Richard McDermott, Trustee, and Ed Beattie, Selectmen's Representative.

The Minutes from July were reviewed and accepted as written upon a motion by Beth, seconded by Laura and all concur.

We accepted unanticipated donations of \$89.22 (mostly from both sales) upon a motion by Beverly, seconded by Amy and all agreed.

Treasurer's Report was given by Beth. We clarified moving the costs of any subscriptions (magazine and newspaper) used by patrons to the Materials line item and approved it. We discussed the line item for other Property Services which erroneously includes mowing. Those mowing type expenses will be moved to Land Maintenance. Other expenses such as spraying for Poison Ivy and Bittersweet will stay. Beth noted that the new oil price per gallon will be \$3.79, up from \$2.04 last year.

Also, due to the new Director taking family health benefits, our health benefit line item will be \$24,700 per year compared to \$~2500 last year. This will be prorated for the rest of 2022. Our electric bill is expected to increase and will be the same as the town's rate.

Director's Report:

Summer Reading had increased participation. Many attendees hadn't been seen in a few years. Hoopla is becoming more popular and the monthly report will track its use as we pay per use. The expense could come out of the Materials budget item.

Libby costs us about \$1000/year and that expense can be categorized as under Materials as it is used by Patrons. We did receive a Cliff Grant for Children's books which will be used to update our children's non-fiction collections and shared with LAS.

Maintenance for the building has been finished for the year as the septic was just pumped. Dowling came to inspect the conditions for the HVAC job and expects to start in a week or two. The BOS will be supervising the job along with Mark S. We still need to find a solution to remove the rust from the building and the granite sign. The **Tricentennial Pontine Theatre** skits on Alice Brown at the Unitarian Church were well attended with 72 people. Kudos to Barbara for organizing this.

There was a graduation party complete with balloons and favors for six of the sixteen successful participants of the 1000 Books Before Kindergarten (baby to age 5).

The Book Sale donations have been occurring in great numbers. Help needed to sort and box them and store in the shed. Barbara suggests that the Conservation Commission/Historical Society or others can have a table outside to engage residents on Sept. 24. We need volunteer bakers.

The Friends have not been meeting. The staff are still masking due to small outbreaks of COVID variants. The **Walkway RFP** should have been sent out again. We have not heard from Karen so Linda will check with her. We might have encumbered \$5K for an RFP for the walkway engineering. If we don't use this it will have to be returned to the town. Beth will double check with Karen and/or bookkeeper.

The Director's Search Committee has finished its work and we have officially hired Joanna Meighan as of Sept 1. Joanna can search for her replacement as a Library Aide for Saturday work (mostly) after that date. Her top

Candidate will have to undergo a background check and if successful, would be hired upon Joanna's recommendation to the Board. The new employee's pay range would be from \$13-\$18 which the Board will determine. There will be a "Meet the New Director" reception on October 12 in the evening. We might be able to serve adult beverages or just punch and cookies. The Police, Fire and Town Hall Depts have been invited.

Budget: Electric Rates TBD. Linda will ask Karen Anderson for cost/LWH numbers. Heat, Electricity, Health Benefits and probably landscape costs will go up. Town may take over our mowing in their budget. Beth guesstimates in total about \$20K more on the bottom line.

Meeting Room Policy: After a bit of discussion, Beth motions to approve the policy as written, seconded by Amy with all approving.

Material/Book Challenge guidelines: We reviewed two samples of responses provided by the State Library. We agreed that the staff and the Board should make sure we tell inquirers that there is a policy and a form to fill out for anyone wanting to challenge a book in the collection.

Strategic Plan discussion is on hold due to COVID. We decided to let Erin pick convenient times for us to meet at an additional meeting to discuss the strategic plan criteria and possible solutions.

We briefly discussed the "Rocky Ledge" landscaping progress by some volunteers. We thought cutting trees would best be done by the Town. Laura will check with Russ Hilliard.

Tom departed at 5:40 upon a motion by Linda for us to go into non-public session to discuss merit awards. The motion was seconded by Laura and all agreed by roll call vote.

We made a motion to come out of non-public session at 6:05 pm upon a motion by Linda, seconded by Laura and a roll call vote in the affirmative.

Linda motioned to seal the non-public minutes, seconded by Amy and all concurred.

Linda made a motion to adjourn the meeting at 6:06, seconded by Laura and all replied in the affirmative.

Next meeting: September 22nd at 4 pm.