

Hampton Falls Free Library Trustees
Final Meeting Minutes November 17, 2022

Attending at 3 pm were Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Laura Pouliot, voting alternate, Ed Beattie, Selectman's Representative and Joanna Meighan, Director. Absent: Richard McDermott, Trustee.

The **minutes** from October were approved upon a motion by Linda, seconded by Amy and all agreed. Joanna reported \$96 unanticipated donations were received. Linda made a motion to accept \$96, seconded by Laura and all concurred.

The **Director** reported that circulation was up since Leah has put together a pile of books sorted by subject which seem to go out quickly. Overdrive and Hoopla have increased usage. Our Overdrive audio use went from 1500 to 1900, e books from 1300 to 1600 and had 23 new users. We concurred that she should use the circulation program to find more metrics regarding popular books. She and Linda did a webinar re the Board and the Director/Staff responsibilities.

The roof repair is still on hold. A fourth contractor has been contacted. We suggested Brian Riordan (Jake's Carpentry), Carnes, Exeter Roofing and if all else fails, contact Beth.

HVAC is done except for the air handlers. We had only 4 people for the Writer's Workshop. The cookbook sale will start on Tuesday. There will be a Kissing Ball craft and a Wrap Party along with Dec. 3's Pics with Santa. Mr. Michaels might be a great candidate.

Treasurer's Report: Beth projected next year's budget numbers with increases in health insurance and fuel costs. She received a contract for fertilizing the lawn for \$1400 and we thought a \$35 soil test was warranted. We will prepay the fuel oil at \$3.80/gal. Cleaning the MP room floor has yet to be done, along with renewing magazine subscriptions and materials purchases. We suggested washing windows, cleaning the siding, removing the iron and mildew and fixing the window sills with Azak (perhaps Glen Aldrich).

We will need to have another meeting to sign off on the final budget number.

The Friends and the Director have been thinking about what larger projects could be funded. Summer reading prizes will be geared to winter sports. There may be a need for a Library of Things for homeschoolers.

The **walkway** is on hold until Karen can put out the RFP.

Parks and Rec Commission will most probably want to use the Library's space for some of the senior events. Ed suggests the Trustees and the Director be thinking of what the Frying Pan Lane Fund can be used for when another tranche of funds is available e.g. bus tours, Monarch butterfly garden and other events/improvements even though they may need extra effort and volunteers to plan.

Library's **Strategic Plan:** Joanna wished to have staff's input re goals before asking the public. Erin and she will propose starting topics.

Beth has worked on the **MOU** which was last signed in 2019 by the Selectmen. We should resign the agreement every time there is a BOS personnel change. The agreement is to clarify who is responsible

for what Library and grounds maintenance and repair items. The Library will do most repairs provided they can be handled in our budget. Large ticket items such as curbing, parking lot and heating system will be more town responsibilities. (There are stray trees growing among the spruce trees)

Renumeration: What is fair pay? The Board relies on the Director for recommendations for Merit and Pay increases. We should survey the staff for input regarding their working conditions, job satisfaction and feedback on the Director and the Trustees responsiveness to their needs.

The Town pays about \$18 for a clerk to start but they also have cost of living raises (4% this year) and step raises for longevity. Amy has taken the 2021 State Library payroll report and run the numbers. The average and mean circulation assistant salary was about \$14.25/hr. Our hourly pay was about \$1 more. We are a small library but compete with larger surrounding libraries that can afford to pay more. Our assistants have different strengths and responsibilities. Their job descriptions need to be updated asap. Amy will undertake to revamp the staff evaluation form. We are having trouble finding a part-time circulation assistant. We discussed increases in staff hourly pay rates for the different assistant positions. Unfortunately, there was not enough money in the proposed budget to provide for these this year unless we can still amend our proposed budget. Linda will find out from Karen, the Town Administrator.

Beth proposed to go into non-public session to discuss merit pay and pay increases at 5 pm with a second by Laura. All concurred by roll call vote.

A motion to come back to public session was heard at 6:55 pm by Beth, seconded by Laura and all agreed.

We voted to seal the non-public minutes upon a motion by Linda, seconded by Beth and all concurred.

A motion to adjourn was heard from Linda, seconded by Amy at 7:00pm and all voted affirmatively.

Beverly Mutrie, Secretary

Next regular meeting will be December 22 at 3 PM.