

**Hampton Falls Free Library Trustees**  
**Final Meeting Minutes**

**September 22, 2022**

Attending at 4:00pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, and Laura Pouliot, Alternate Trustee voting in the absence of Richard McDermott, Trustee. Also attending was Joanna Meighan, Director and Tom Shek, guest.

The minutes from August were approved with correction to spelling to 'Meighan' upon a motion by Linda, seconded by Beth and all agreed.

There were unanticipated funds of \$120 accepted upon a motion by Linda, seconded by Beverly and all agreed.

Beth commented that the latest **Treasurer's Report** shows that the landscaping line item for mowing has been corrected. The list of newspaper and magazine vendors will be reviewed to determine which subscriptions are for patrons and those costs will be transferred to the Materials line item. Mainly Grass is scheduled to do a liming and fertilizing this fall. Laura asked about having a soil test done to determine amount of lime to be spread. This will be done in the spring as we did not budget for it this year.

Karen Anderson was consulted re the walkway funds for a detailed plan that we did not spend. These funds will be returned to the town. We should attend the October 5<sup>th</sup> budget hearing at 8 am.

Beth believes that the oil usage will be about the same as last year, but the expense per gallon would be more. We are hoping that the electricity usage would be a bit less due to new HVAC equipment. We can use donations if there is a shortfall. *Beth previously noted: have reviewed fuel usage over the last three years, checked the Farmer's Almanac and adjusted the fuel budget number accordingly. Also got direction/recommendation from Karen Anderson on the increase percentage for electric. Our current budget amount for electricity should be enough if her projection suggestion is fairly accurate.*

We should not decrease building maintenance line item as there were several siding and trim issues that need correcting.

Linda makes the motion to hire Joanna Meighan as our **Library's Director** as an at will employee with a full time job of 40 hours. Beth seconds the motion and all vote in favor. Welcome aboard, Joanna!

**Director's Report:** Joanna believes she has enough help for the book and yard sale on Saturday.

Erin made a presentation about **Strategic Planning** which gives us structure and framework. There are grants available if we have a Strategic Plan. We can form a 12-15 person committee of different demographics i.e. young, old, male, female, book lovers or not, current library users or not as examples. We need to look at our mission statement and values, find out what are our needs as a town. These will be five-year goals. Several Board members thought we had an old Strategic Plan and one was found from 2017.

We contemplated having a professional facilitator as an objective leader despite the cost. Erin recommends finding one with Library experience. Erin would like to form a Committee by November and start meetings by January. Erin will send out a list of proposed members and other background material via the Director. The Board will continue this discussion next month.

**Friends** are facilitating another writer's workshop with Bonnar Spring. Some new faces have signed up.

**Meet the Director** Social will be held on October 12 from 6:30 to 8 pm. Cookies and low sugar beverages will be provided.

The **HVAC project** will be started next week with rough piping for heat.

**Roof Leak:** Pictures were taken and sent out. We believe the flashing is the culprit but the trim board is also rotted at the bottom. If that is so, then all trim boards should be proactively replaced with Azak boards while workmen are there. The 'smoke stack' near the boiler room is not needed so therefore we do not need snow rails/fence for the roof in that area. We might be able to tap into emergency CIP funds from the town. Beth makes a motion to approve the current bid of \$6500 to make the repairs to the 'chimney area' to prevent leaking realizing that the scope may need to be increased. Amy seconds with all concurring.

Joanna will call the roof installer/contractor re quoting the two additional jobs: smoke stack and Azak trim boards on the chimney. Tom Shek will be glad to talk to the roofer when he comes by to get answers to whether the rubber membrane is also deficient and needs replacing, the purpose of the 'chimney', and if we remove the smoke pipe, how would the roof hole get repaired? (*maybe just shorten pipe and cap it?*)

**Staffing:** Joanna has interviewed candidates for her previous part-time position. She and the staff have approved a candidate at \$14 per hour for preliminarily 4 hours on Saturdays. Beth motioned the hiring of the candidate at the agreed upon wage pending a satisfactory background check and approved application. Laura seconds and all vote aye. The new aide will begin around the second week in October.

Joanna presented a change to the **Selection Policy** based on using Overdrive which is a State Library service so the Board has no ability to delete a book selection. We can, however, opt out from a Hoopla selection. Joanna attended a Director's Meeting which mostly discussed banned books and how it became a politicized subject. She and we believe that a "Library is for Everyone". We agreed with her changes to the Selection Policy to include electronic books where possible. She will draft the change.

We received a thank you from Barbara Tosiano for her retirement party and our support of her seven years as Director.

Amy motions adjournment at 5:53 pm, Laura seconds and all concur.

Beverly Mutrie, Recording Secretary

Next meeting is at 4 pm on October 27.