

Hampton Falls Free Library Trustees

Final Meeting Minutes

July 27, 2023

The meeting commenced at 4 pm with attendees: Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Trustees, with Laura Pouliot and Tom Shek Alternates. Laura was appointed voting Alternate. The Director, Joanna Meighan was also present. Richard McDermott, Trustee, was absent.

The minutes from June were passed upon a motion by A. Magnarelli, seconded by B. Forgione and all were in accord.

We had \$1060.99 in unanticipated donations, thanks to the donation of the \$1000 Good Neighbor Award won by L. Pouliot from the Seacoast Board of Realtors. After expressing our gratitude, B. Mutrie made a motion to accept \$1060.99, L. Pouliot seconded and all concurred.

The Treasurer's Report needs some tweaks. The Land Maintenance category needs expenses transferred to it. The Office Supplies expense category needs correcting. The title for Column G will be changed to 2023. The extra \$10K for the 'chimney' roofing or siding can be spent until the end of the year as it is our donation funds.

The Director has added Hoopla numbers to the circulation tallies. She will add funds to the budget to pay for it next year. The Frying Pan Lane Fund will be paying its fees until December, maybe only through August depending on use. We agreed to use the Materials budget for Hoopla fees if necessary. She has seen more online use, with fewer younger couples/families using the physical library. There will be a meeting September 9 for the Cookbook Club and sampling of Summer Harvest recipes. She will start accepting books August 1 for the Sept. 23 book sale. Erin will canvas the Community during the Family Day at Gov. Weare Park for input on our proposed Strategic Plan.

The consensus was that the 'chimney' stack on the roof is fine for now. It has had damage to the chip board siding due to the leaky roof covering. The rubber membrane was fixed so we will attempt to add more structural support to the siding soon. Tom and maybe Dave Coe will put their heads together. Perhaps better to use glue rather than screws if chip board has been compromised.

RB Allen, contractor for the alarm system, forgot to schedule our repair. We will have to be more insistent for service. The Director will ask them for a copy of our monitoring/repair contract so we know what it entails and when it expires.

L. Coe reported that a \$100000 1-year CD and that another \$25000 1-year CD was bought from Vanguard earning at over 5% interest. Since the CDs are probably paying better than Vanguard Wellington earns, we will sell that and buy another 5%+ CD as that has guaranteed principal and interest income.

L. Coe pruned the back yard and weeded some also. We have bittersweet growing in several gardens. She will send text when she is going to be weeding again, but we all could do some at our own convenience. B. Mutrie dribbled the Rust and Stain Remover chemical on the granite HFFL sign and will continue with the sign, bollards, and siding.

The Director reported that oil will be \$2.79 a gallon next year through the municipal group. We are budgeted for 1600 gallons.

We need to hire a painter/carpenter to repair the windowsills and touch up any flaking paint and rot. There's also algae growing on the north wall's siding which should be treated.

The amended version of the Safety Security Policy was briefly reviewed and left unchanged. We will attempt to do 2 fire drills under the Fire Chief's supervision.

The Personnel Policy was reviewed for previous edits. A. Magnarelli made a new proposal for wording to compute the earned vacation/sick days. Amy will talk to the town's bookkeeper for her input on adding vacation/sick days to the paychecks. We need to send a copy of the Personnel Policy to Tom Shek. Beth recommends we turn on the edit function in MSWord to make it quicker for the attorney reviewing the final copy.

A. Magnarelli presented her findings on hourly pay comps with other Seacoast small and large libraries. We will discuss more thoroughly at budget time.

L. Pouliot reported on her gleanings from the NHLTA meeting that she attended. We can ask legal questions to the municipal association at legalenquiries@nhma.org. Her notes as follows:

- A. For all our meetings, there should be a public comment item on the agenda with a 3 minute maximum time limit.
- B. We can not make decisions by email. The Secretary has 5 business days to send the draft minutes to the town clerk for posting. We can cancel a meeting with 24 hours' notice.
- C. We are setting up Library gmail accounts for the staff and a separate one for the Trustees.
- D. Sealing the non-public minutes probably will only be good for 10 years. This TBD from legislature.
- E. There is a new trustee webinar which T. Shek should attend.
- F. The Director should set her own goals which would become the basis of her annual review.

The Strategic Plan's beginning steps will be discussed this Saturday by a small committee of Erin S., L. Coe, J. Meighan, A. Magnarelli, and Linda Dorgan of the Friends.

We were advised to be non-confrontational if anyone is videoing saying it is their First Amendment right to do so.

We were pleased that the Community Read program was well attended. L. Coe with B. Forgione were marvelous hostesses for some trustees, staff and our guest speaker from Vermont. We should try to do more social get-togethers if allowed. Congratulations to the staff for all their hard work!

A motion to adjourn was heard at 6:12 from L. Coe, seconded by B. Forgione and all voted AYE.

Beverly Mutrie, Secretary

We will change our meeting date to August 31 at 4 pm. To be posted.