

## Hampton Falls Free Library Trustees

### Final Meeting Minutes

November 16, 2023

Attending at 3:05 pm were Trustees, Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, and Beth Forgione, Treasurer. Also attending was Director, Johanna Meighan. Absent were Richard McDermott, Trustee, Laura Pouliot, Alternate, Tom Shek, Alternate and Ed Beattie, Selectman's Representative.

The minutes from October were reviewed and one change of date of the Strategic Plan RFP to November 30 instead of June 30. A motion to accept them as amended was made by A. Magnarelli, seconded by B. Forgione and all agreed.

The Director reported that unanticipated funds of \$339 were received. B. Mutrie motioned to accept the same, L. Coe seconds the motion and all voted in the affirmative. The leftover Book Sale books have generated \$61 so far.

We reviewed the final revised Staff Job Descriptions (except Outreach Librarian) and Job Review forms done by A. Magnarelli and the Director. We agreed that they were well done. L. Coe made a motion to accept the revisions, B. Forgione seconded her motion and the motion passed.

The **Treasurer** sent out the Projected Year End Treasurer's Report which shows about \$2000 yet to spend. We will encumber the contract with D. Lariviere to do the window- sills/trim and the RB Allen bill for the alarm repair. The \$10000 added to the 2023 budget could be used for the Strategic Plan or the insulation if we have contracts.

**The Director's Report:** A motion to close the Library the Saturday before Christmas was made by L. Coe, seconded by B. Forgione and all voted Aye. The Fabergé Eggs talk was well received at 28 attendees and could have gone on longer. The Circulation figures increased by 300 this month as Hoopla use was added. Leah attended the CLIF conference. We discussed the possibility of adding another After School Reading Group. There will be a Cookbook Sale Nov. 21, making ornaments on Dec. 1, Santa visit on Dec. 2 at the Common, and a Cookie Exchange on Dec. 9. Greens are needed for the Holiday Greens Craft on Dec. 16. L. Coe attended the Friends meeting. They were excited about the Strategic Plan and will send out a mailing to inform the public and ask for volunteers as well as attend the Deliberative Session.

**Building Issues:** We could use the painting estimate received earlier to carry over some funds. Alternatively, we might have to use our Warrant Article Building Repairs funds. The middle bollard to the north is not working. B. Mutrie reported that Amelia Bergbower from Ridgeline Analytics toured the Library for energy use and inspected lights, boiler, generator, hot water heater, condensers, thermostat settings, and insulation. Her company will compile the data and give us a report in a few months. Anchor Insulation came to inspect the insulation gaps. B. Mutrie will call AECOM. L. Pouliot has laid down cardboard near the SW corner and compost over it. We need to match all the miscellaneous unidentified keys with doors, locks etc. A policy should state who holds keys to the doors. Is there a working Lock Box?

We need to review our 5-year goals early in the year as the building and update the form. B. Forgione will help the Director clean the upholstery and provide honey Minwax for the front desk. B. Mutrie will spray more Rust Out.

L. Coe will compose a draft **policy regarding the non-public minutes** re what minutes or topics can be unsealed or resealed. B. Mutrie will collect all the available minutes and put paper copies in a locked file accessible by only the Board designees. A. Magnarelli has some Cy Pres documents to add. The file cabinets upstairs can be used. B. Forgione will also purge some of the old bookkeeping files that are stored upstairs. The Board would like Wendy to instruct us on the use of Google Drive for our communications and Treasurer's reports.

A motion was heard from L. Coe, at 4:58 pm, to go into non-public session for the purpose of discussing merit raises. The motion was seconded by B. Mutrie. A roll call vote was taken with all Trustees voting Aye individually. The Director stayed to give her input on the Staff's performance. At 5:07 pm the Board returned to public session upon an affirmative roll call vote upon a motion by L. Coe and a second by A. Magnarelli. A. Magnarelli motioned to seal the non-public minutes, with a second by L. Coe and all voted Aye.

A motion was heard to adjourn the meeting at 5:08 pm by L. Coe, seconded by B. Forgione and all concurred.