

## Hampton Falls Free Library Trustees

### Final Special Meeting Minutes

January 7, 2023

Attending at 10:10 am were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary and our Director, Joanna Meighan. Tom Shek attended as a guest. Absent were Richard McDermott, Trustee and Laura Pouliot, Alternate.

This special meeting was called to approve the year end Treasurer's report now that the payroll numbers have been finalized. We also had to approve the Director's narrative report for the annual Town Report.

Beth reported that she had moved \$750 from donations for Summer Reading to the Summer reading line item and also moved \$2167 in donations to the Materials line item.

We will be paying the town \$1000 for the return of the contingency, \$5000 for the encumbered walkway funds and \$15,736 in payroll expenses. We have already paid \$5800 for fixing the leak in the roof and \$4500 for the fuel oil pre-buy.

Beth made a motion to move \$10,000 from 2022 donated funds to the Citizen's checking account prevent overdrafts in our operating account. Linda seconded and all agreed. The resultant approximate balance will be about \$15,000.

We reviewed how to pay for the needed roof repairs. *[2014 Warrant Article 20: To see if the Town will vote to raise and appropriate the sum of \$30,000 to be used to fund maintenance and improvements to the Library...]* Thus, we are able to spend any remaining funds on the repair of the building including the roof.

We reviewed the Treasurer's report for the 2022 Town's annual report. Beverly asked that the totals be moved to the bottom of the column and make the titles clearer so that the public could easily know how the sub-totals were achieved. Beth did so and resent the document. The total spent was \$171,915.

We reviewed the Director's newest narrative for the year-end report. Even though it was 4 ½ pages long, most felt that its details were necessary to show what we were accomplishing. Beverly thought that adding pictures might also be a positive. Linda made a motion to approve the 2022 year-end financial report and the Director's narrative report with pictures. Amy seconded and all concurred.

We discussed the roof leak as it seems to be lessened, it still is not fixed. There was some mist in the bins and some damp sheathing. Linda offered to ask her husband for a boreoscope to peer into the tower itself from the attic space and Tom agreed to investigate. We would like more pictures and ask for feedback from any roofer/inspector.

We signed a card for our bookkeeper to go with the gift certificate for a job-well done.

**Linda made a motion to appoint Tom Shek an alternate upon approval of the Board of Selectmen. Beth seconds and all heartily agree.** Linda made a motion to adjourn at 11:05 with Amy seconding and all voted aye.

Beverly Mutrie, Secretary