

## Hampton Falls Free Library Trustees

Final Meeting Minutes

October 26, 2023

Attending at 4:00 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Laura Pouliot, Alternate (voting), and Ed. Beattie, Selectman's Rep. Absent was Richard McDermott, Trustee and Tom Shek, Alternate. Guests: Erin Sniderman, staff, and Amy Dorgan, Vice Chair, Friends of the Library.

The Secretary's Minutes' first page from September were amended to state that L. Pouliot arrived after the donations were accepted, Erin is "writing" an RFP, change LaRiviere to Lariviere, move participating in the calendar up one sentence, and under the Friends: gaming entity which may "become" helpful. The amended minutes were accepted upon a motion by B. Forgione, seconded by L. Pouliot and all agreed.

We, as a Board, need information on the future direction for the Library due to changing demographics and other census data. We have charged Erin and Amy to do research and produce an RFP to hire a facilitator to give us a Strategic Plan. They have attended meetings and workshops and would like the Board to be able to add the facilitator's findings to the Town's Master Plan. They have several consultant names to contact from their workshop and are asking for responses by Nov. 30. The Board discussed how to fund the RFP which could cost up to \$30K. B. Forgione motioned to go forward with the RFP to be finished by Nov. 30. L. Coe seconds the motion and all trustees agree. We would mainly like to get data from those residents who are not using the Library and learn why not.

Amy reported on what the Friends are doing now that they have finished updating their by-laws. They have raised funds to support the Library's programming and the Little Free Library's book use. They are contemplating funding a scholarship for literature and welcome any Board member to attend their meetings.

We accepted unanticipated donations of \$2015.75, mainly from the Book Sale and Yard Sale. B. Mutrie made a motion to accept the \$2015.75, L. Pouliot seconds it and all vote in the affirmative.

B. Forgione corrected the October treasurer's report to fix the Summer Reading/Humanities grant as a \$600 reimbursement and reported on her progress with the end of the year Treasurer's Report. Enough funds will be encumbered to pay the Alarm Company's bill if they submit a corrected bill. There has been an increase in costs for health care and electronic services for 2024 but a decrease in subscription costs. The bottom line of the budget for fiscal 2024 was adjusted with correct proposed payroll numbers to be \$214,500 and we will add the Substitute's hourly pay of \$15 to the pay schedule. She will send proposed numbers to the town with the anticipated expenses and the benefits and salary increases. There are some copier monies and the trust fund income that can be used next year as offsets. She also suggested that we do not give staff raises until March. The Board may not fertilize but instead just lime the lawn. We briefly discussed cutting hours that the Library is open and decided that one hour a day less would not impact the budget that much (~\$150 a week). Ed suggests we maintain the quality of our services.

The Director's Report: The Trunk or Treat at LAS was very well received. The Youth Librarian was happy with the first Teen Advisory meeting and is hoping to meet quarterly. Learning about Fabergé eggs on Nov. 15 and decorating them at a workshop on the 18<sup>th</sup> is scheduled. We are adding information to the Town's Holiday Calendar

B. Mutrie reported that there was a representative from Anchor Insulation who visited the attic and will give recommendations back to Until to see if there is any large energy savings to be had. L. Pouliot asks for help from the town to take the pile of cuttings to the dump. B. Mutrie and Ed Beattie offered to help. B. Forgione has looked for a medium sized shrub for the southern front façade but no luck so far. The building is need of a washing to remove mildew and algae. B. Mutrie has mostly finished with the rust remover until frost. The windowsills, the lower clapboards and skirtboard also need attention.

L. Coe reported that the state has passed the Sealed Minutes bill which allows sealing for only 10 years. This was in effect October 3. We will need to promulgate a new policy to follow. B. Mutrie will send L. Coe her drafts of non-public minutes.

B. Mutrie has some formatting changes for the Personnel Policy which will be discussed next month. She and B. Forgione will discuss how to add them to the Google Docs draft document.

The meeting adjourned at 5:50 pm upon a motion by L. Coe, seconded by L. Pouliot and all concurred.

**Next meeting November 17 at 3 pm**

Beverly Mutrie, Recording Secretary