

Hampton Falls Free Library Trustees

Final Meeting Minutes

Feb 24, 2023

Attending at 3:01pm were Linda Coe, Chair, Beth Forgione, Treasurer, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, and Tom Shek, Alternate and voting today. Director, Joanna Meighan was also present. Absent were Richard McDermott, Trustee and Laura Pouliot, Alternate.

The minutes from January 26 and February 1 were approved upon a motion by Linda, seconded by Beth, with all voting in the affirmative.

Unanticipated donations of \$37 were received [\$26 for books, \$8 conscience box, and \$3 from the copier]. A motion by Tom was made to accept the donations, seconded by Amy and all agreed.

The Directors report: Audio books through Hoopla and Overdrive were popular and are becoming more so. Our total circulation was down for the month by at least 100 items. Joanna will buy audio CD books on tape maybe 5-6 at a time a few times a year; DVDs spending \$100/month. Beth asked about the popularity of what kinds of puzzles; Beverly suggested a puzzle group social, Beth offered to teach bridge or revamp the Mahjong group. Beverly suggested a learn to paint class, although the Rec Committee will be doing that. A meditation class will be held – signup needed for April 6. 19 people came to the Scott Faiia talk on Ethiopia. Young adult book club for adults was held. Coffee with the Chief will be Friday March 10 at 10. Rep. Sue Porcelli held her ‘office’ hours after the town’s deliberative session and an unexpected large group all came about the same time to talk with her. April 19 will be a program on Quilts with the Historical Society. They are raffling a quilt made by Becky Dean.

Building Issues: The air handlers’ fan was on more often than needed. It was blowing 68° air which felt chilly. David Coe can install an on/off switch to correct that. The craft room’s temp seems to be near 80, when the main room is 70. Lobby and bathrooms also have higher than normal heat. It will be a work in progress.

Insulation: Dave Coe recommends closed cell foam insulation as the attic has only batts which have been moved around and the reinforced plastic vapor barrier has been pierced particularly in the boiler room. David is putting together oil and electricity usage spreadsheets for the last 5 years.

Roof: We had quotes from 3-4 contractors to remove the ‘chimney’ and replace it with metal roofing. Two bids were extraordinarily high and the color of the metal roof patch would not match the original. Perhaps we ask an architect to design the new framing needed. We also thought to ask the BOS for their input. Joanna will connect with Karen, our Town Administrator and hopefully schedule a morning meeting after the 2nd BOS March meeting. We can hold a ‘workshop’ meeting that will have to be posted.

Electricity: Beverly and David replaced the batteries in the Exit signs, readjusted the thermostats to jibe with our open hours. They also installed new screws for the bollards and new LED exterior emergency lights at the gable ends which did not work for some reason. Also, the 10+ emergency lights inside the building are new LED replacements.

The boiler went off for some reason, so Dowling came to clean it. We discussed the service contract for the boiler and the HVAC and reluctantly agreed to the Bronze plan from Dowling for \$1228/year upon a motion by Linda, seconded by Amy even as the price seemed high. The contract will have to be updated.

A motion to hire Wendy Harrington as a Circulation/Marketing Assistant was made by Linda, seconded by Tom and all concurred. She has passed the background check.

The Deliberative Session went well with Beverly amending our budget by \$10K increase to \$201±K due to the extra costs to fix the chimney with no tax impact as we will spend our donations.

We voted on the generator maintenance contract with Philbrick's at \$295/year for the Better plan. Tom seconded the motion and all said Aye.

The CD for \$50K will be coming due in March. Beth will look for more short-term CDs or Money Market accounts with approved banks. We will also check with Vanguard for their CD rates.

We will review for homework the MOU and make changes next month. Beverly would like documents in MS Word so they can be reformatted. Beverly will send it out to all.

Beverly suggests we have the staff come up with better ways to store craft supplies, office materials/documents even if it means ordering a new cupboard(s) for the craft room and/or Director's office. The Youth Librarian's desk area also needs more and better storage as there are piles of books on the floor. The mezzanine is also in need of a cleaning.

Tom Moore has asked us if we want office supplies from a business closing down. Beth said yes and she will be coordinating what is available, particularly chairs. Another tall desk chair on casters for the circulation desk is also needed.

At 4:52 a roll call vote was taken upon a motion by Beverly to go into non-public session for the reason of discussing the Director's 6-month employment review. The motion was seconded by Amy and all replied Aye.

At 5:24 Beverly made a motion to return to public session with Beth Forgione seconding and all agreeing by roll call vote.

The non-public minutes were sealed upon a motion by Amy, seconded by Beth and all concurred.

A motion to adjourn was heard at 5:26 pm upon a motion by Amy, seconded by Beverly and all voted Aye!

Beverly Mutrie, recording Secretary