

## Hampton Falls Free Library

### Final Meeting Minutes

March 23, 2023

Attending at 4 pm were Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, and Richard McDermott, Trustees. Laura Pouliot and Tom Shek, Alternates, along with Joanna Meighan, Director and Ed Beattie, Selectman's Representative. Richard and Beth have been sworn in as re-elected Trustees.

The MINUTES from February had two small amendments (delete reference to Beth under MOU and add \$10K as amount added to budget) and were accepted upon a motion by Amy, seconded by Beth and all concur except Richard, who abstains.

Unanticipated DONATIONS of \$320 were accepted upon a motion by Beverly, seconded by Linda and all agreed.

Joanna gave her DIRECTOR'S REPORT. A quilt program in conjunction with the Historical Society will be held on April 19. The Jean O'Neil talk on Fierce Females: Women in Art was excellent and had 28 people. Programs usually take 6 weeks to organize. Out of 90 signups for the Family Winter Reading program, 27 completed the program. Joanna anticipates more participation with the other town entities such as the Historical Society, Conservation Commission, Recreation Commission, Friends of the Library, etc. There will soon be a town wide calendar that will be usable to notice 5-year cross town/department events.

HVAC: David Coe has been collecting oil usage and heating data. It seems that recently, the "K" factor decreased so we have become more efficient.

ELECTRIC: David Coe still has one bollard to fix, has replaced the circuit board on one Exit sign, and will finish the emergency lights in the spring. The horn on the fire alarm did not work as it was mistakenly left on silent mode. Sentry said it would be \$10000 if we have to replace the electronics. Why didn't the Alarm service (Sentry) call us? We need to put the system on test every year to make sure all the parts, especially the panic buttons work correctly.

INSULATION: Dave and Tom Shek repaired the large holes in the insulation which probably added greatly to our heating efficiency. We agreed to seek bids on putting foam insulation in the floor of the attic to further reduce our heating costs.

ROOF: The quote of \$16K from Southers Construction for replacing all the clapboards on the chimney was reviewed. We will also ask about just repairing the rotten corner and reusing the old clapboards. Tom and Dave will go up the roof and inspect it first, so we know exactly what needs replacing.

5- YEAR REPAIRS: Amy will add "Replace batteries" in the emergency light system, fix ceiling tiles, cracks in the walls, repaint, clean the windows and lights, rug replacement etc. Laura and Beverly will work on cleaning the high ceiling lights. Are the sconces LED?

CD: Beth reported that the CD will be closed April 20. She has found Santander bank that will suit as chartered in NH with a 4% 1-year CD. Linda will check with Vanguard.

MOU: We will send it to Karen for discussion with the new Board of Selectmen and signing.

MEETING ROOM POLICY: Beverly will merge the Amherst's Library's one with ours and have it for review next month.

OUT OF TOWN USERS: Joanna would like us to review electronic usage such as Libby or Hoopla by part-time residents that results in our paying a fee for their use. We would like her to monitor that usage this year to learn the total cost impact.

NATIONAL LIBRARY WEEK: We agreed to "buy lunch" from Nick's for the staff at the next Staff Meeting.

HVAC: We agreed to the Dowling Maintenance Contract for one replacement of the air handler filters this year. We should buy a pressure gauge to determine when the filters need changing. It's about \$300 per visit.

Spring CLEAN UP: We will ask for volunteers for Saturday April 29<sup>th</sup> at 9 am with a rain date of the following Saturday. This will involve cleaning garden debris, pruning and cutting back some plants.

OFFICERS: We agreed to keep the same slate of officers: Linda as Chair, Amy remains Vice Chair, Beverly stays Secretary and Beth continues as Treasurer with Amy being the back-up Treasurer. The Director will learn to write checks and understand the process. We voted to elect the same slate upon a motion by Linda, seconded by Beverly and all affirmed.

BY LAWS: We signed the code of ethics and by-laws documents but agreed that the current by-laws need review.

Laura and Linda will attend the webinar on Director and Board of Trustees relationship. The NHLTA meeting will be in May. There will be a meeting in Madbury for our region's trustees.

Amy reported that there are a couple more job descriptions to review. In total, we have the Library Assistant, Circulation Librarian, Outreach, Program and Social Media Assistant, Children's Librarian.

We adjourned at 5:55 pm upon a motion by Beverly, seconded by Amy and all agreed.