

## Hampton Falls Free Library Trustees

Final Meeting Minutes

February 22, 2024

Attending at 3:05 pm were Amy Magnarelli, Vice Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Laura Pouliot, Alternate (Voting), all Trustees. Director Joanna Meighan also attending. Absent: Linda Coe, Chair, (arriving at 3:20), Richard McDermott, Trustee, Tom Shek, Alternate and Edward Beattie, Selectmen's Representative.

The minutes from January were approved as amended (typos) upon a motion by B. Forgione, seconded by L. Pouliot and all agreed so the motion passed.

The unanticipated amount of \$119.66 was approved upon a motion by B. Mutrie, seconded by A. Magnarelli and all agreed.

B. Forgione wanted it brought to the attention of the Board that a CD will come due in early June. We will have to discuss what to do with the funds in April.

**The Friends of the Library** have met and are prepping a Powerpoint presentation and flyer for the Strategic Plan initiative which will be on the ballot in early March. There is a postcard sized flyer already available for handout. The BOS will be holding a meet the Candidates Night March 4. Hannaford will donate a \$1 per grocery bag sale to the Friends. We could put that information on our Facebook page, website and in the Newsletter. There will be a meet and greet with the Trustees and Friends on April 10 at 6:30. Erin explained our promotional programs to the Friends and will be looking for funds to send out a flyer 3x a year. The Friends also wanted a table runner/sign/banner that would advertise them at functions as they will be seeking members and participation. B. Forgione will attend a few more of their meetings.

**Director's Report:** The Strategic Plan will be the focus of the Newsletter and explain the procedures with interviews, focus groups, surveys, etc to get public opinion. A write-up will be in the Town Newsletter. After the vote, we could still have an informal survey with input from the guests at the Meet and Greet. Light refreshments will be provided by the Trustees. It would be good to have Erin Sniderman and Amy Dugan attending.

W. Harrington's French Club was great with good attendance. The Paper Piercing craft was full. Other craft events are contemplated such as needle felting. A. Magnarelli will donate a sewing machine that could be checked out. There will be a Genealogy Club meeting on March 13.

**Building:** We asked D. Coe, T. Shek, and perhaps Dave Lariviere to check out the gable vent situation. We would like to know if there is an electronic solution to have closable vents depending on the weather. The Director will check on the lawnmowing contract for this year. L. Coe will ask D. Coe for his recommended alarm company vendors.

**Policies:** The Discipline Process for employees in the Personnel Policy will be reviewed separately once Google Drive is fully operational. We could meet on a Monday to review it. L. Pouliot brought us a revised Patron Behavior Policy. We will add marijuana to #8 and ask the Police Chief about a sign for

carrying weapons. A motion to approve as amended was heard from B. Forgione, seconded by L. Pouliot and all concurred.

We discussed the **five-year building maintenance plan** that A. Magnarelli updated. We have to fix the plastic vapor barrier before the insulation can be added. The Septic system (leach field) is the responsibility of the Town. We only have the tank pumped/serviced yearly. We would like to get quotes for ADA front doors with either push buttons or electronic openers. The Board would also like to fix the cracks in the sheetrock near the ceiling in the adult and children's sections. What would be a good solution for the multi-purpose room storage issues?

**Trustees Goals:** Google Drive should be used. Have Trustee information such as policies and minutes available there.

New Trustees should attend an orientation session at the NHLTA event.

B. Forgione would like to meet with A. Magnarelli, the Director and Tina Baier, bookkeeper, to go over procedures for handling invoices and accounts payable.

L. Pouliot would like to continue beautifying the granite hill next to the Schoolhouse. Where is the survey of the Library's lot?

Erin Sniderman has a landscaping plan for the backyard and a Storywalk that might be implemented. She will show us at the next meeting.

**Evaluations:** It is time for J. Meighan's evaluation as Director. A. Magnarelli will forward the forms to L. Coe to begin the process. Should we ask the staff for anonymous feedback? The Director thought it would be helpful. J. Meighan should think of questions to pose. A. Magnarelli will be finishing the staff evaluation forms which will be done next.

The meeting adjourned at 5:05 pm upon a motion by A. Magnarelli, seconded by L. Pouliot and all said "Aye".

Next month's meeting will be **March 28th at 4 pm.**

Beverly Mutrie, Recording Secretary