

## Hampton Falls Free Library Trustees

Meeting Minutes

Final

June 27, 2024

The meeting was called to order at 4:01 pm by Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beth Forgione, Treasurer, with Alternates, Laura Pouliot and Tom Shek (both voting). Also attending was the Director, Joanna Meighan. Beverly Mutrie, Secretary, Richard McDermott, Trustee and Ed Beattie, Selectman were absent. Bev Mutrie did arrive around 5:30pm. A. Magnarelli taking meeting minutes.

The minutes from May were approved with a motion by A. Magnarelli, seconded by B. Forgione and all agreed. B. Mutrie will put the minutes on google drive and send a copy by email to all.

Unanticipated donations of \$810, \$500 of which was from the Rotary for Summer Reading and \$250 for NH Humanities. A motion to accept \$810 was made by L. Coe, seconded by T. Shek and all agreed.

**Director's Report:** Erin Sniderman and the Director, Joanna Meighan attended a 3-day web seminar about making future plans for libraries, using current trends across all industries. They created 3 versions of the future – the least likely, most likely and most futuristic. Using these plans, they try to adapt to changes, to be proactive, to respond to natural disasters. They felt it was good exposure to other libraries.

**Friends of the Library:** The Friends successfully solicited Summer Reading program prizes. They are working on the Lafayette visit; obtained passes for the Trustees of the Reservations in Massachusetts; will need to vote in new officers in September (current chair has moved out of town).

**Continuing Business:** A. Magnarelli updated the Vacation and Sick time section of the Personnel Policy with changes for part time employees and prior service credit. The Board will need to schedule a full review before it is sent to the lawyers.

**Building issues:** the insulation in the boiler room (and a few other areas) is now complete. The location of the propane tanks for the emergency generator was approved upon installation a few years ago but does not meet current standards. The easy fix is to screw shut the windows on each side of the tanks. The water filtration tanks were flushed but they are 20 years old. We should look at replacing them soon (2025). One estimate to replace the system is \$3,200. Tom Shek finished cleaning the outside walls and also puttied areas that needed it. Discussion on using strong vinegar to kill poison ivy, determined that it wouldn't be very effective. Instead, we should approach the town to have them bring someone in to deal with poison ivy at Library, behind the Town Hall and Safety Building. Lime will be put in the shed til it is spread in the Fall.

The updated Display Policy will be reviewed next month.

**Strategic Plan:** second invoice received and approved. The bookkeeper's laptop is in the process of being replaced so checks cannot be issued using the computer. Beth Forgione will write the consultant a check today. Survey responses will be received until 7/12/2024. 96 responses have been received, 40% of which are infrequent users. Next step is the Vision Workshop of 10-15 people chosen from Trustees, Library staff, Amy Dorgan from the Friends, and 4 other stakeholders of different ages.

**New Business:** several libraries are using social workers to help with homeless, supervised visits between parents and children and handoffs of children. We have no policy on this. The Board requested that Joanna make a list of these types of possible uses of the library and the Board will review. May be able to use referral services such as St Vincent DePaul.

Book reconsideration – Joanna to check the school policy on book reconsideration. Important question is what to keep confidential. Keep initial request private until Trustee Public Meeting minutes posted.

**Library of Things Policy (LOT):** We looked at a few policies from other libraries. We discussed the need for additional instructions and guidelines for items, whether we should have fines (decided not to but could lose privileges if items not returned in timely manner), should all items have a waiver for use, should there be a restriction for who can check items out (at least cardholder for 6 months or the like). Laura Pouliot will take a first cut at the policy. Put a line item in 2025 budget for LOT repair. Also need to look at our donation policy and collection policy to see if we define when to accept and when to get rid of items.

**Volunteer Policy:** question as to age for volunteers/ interns. If volunteer is 16-18 years old, they must be monitored by a staff member and have no responsibility for children. High school students get credit for volunteering but using them may only be during school year. Joanna to reach out to ELOs at Winnicunnet, also to Great Bay and Northern Essex for those interested in early childhood education or library science studies.

**Trustee Conference:** Tom Shek attended the seminars “New Trustee Basics”, “Get your Legal Ducks in a row”, and “Tech in the Library”. Found that there are a lot of resources offered through NHLTA that will even come and assist with issues. AI and how to use it in the library was another topic. Had demos using CANVA doing synopses of articles. Has pros and cons but we should keep it on our radar. Linda attended “Managing Trust Funds”. For smaller endowments, use CDs and money market funds, stagger maturity dates and invest only up to what is insured in each fund. Can use either Prudent Man or Investor as a guide. Also look at ESG (Environmental, Social, Governance) investing. She also attended “22<sup>nd</sup> Century Library” which looked at how library space is changing. Madbury Library used a lot of natural light, flexible space (moveable shelves), and connected the indoors with the outdoors in their renovations. Hampton is trying to bring mind and body together by joining library building to a new building that will have a dedicated senior center, basketball court, rec center and will add a kitchen to the library building. She also attended a session on Non-Public meetings. There is a checklist on the NH Municipal site that gives reasons for these meetings. Meeting minutes are to be made public in 72 hours unless the Trustees vote to seal the minutes. In the future, we should talk more generically about raises, etc. (20% raises for all staff instead on mentioning names). We also need to keep a list of all sealed minutes. We can release all sealed minutes about salary at the end of the budget year since it will be in the town reports anyway. We will make draft non-public meetings automatically be final if no changes to them.

Debra Reagan had been approved as a sub for the library.

The meeting adjourned at 6:10pm upon a motion by L. Coe, seconded by B. Forgione and all agreed.

A. Magnarelli, Vice Chair filling in for Secretary.