

## Hampton Falls Free Library Trustees

### Final Meeting Minutes

January 18, 2024

Attending at 3 pm were Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Tom Shek and Laura Pouliot, Alternates (both voting for this meeting), Trustees. Also attending was Joanna Meighan, Director. Amy Magnarelli, Vice-Chair arrived a bit later. Guest was Donna Onacki from the Friends. Absent were Richard McDermott and Linda Coe, Chair, trustees and Ed Beattie, Selectmen's Representative.

The Director wondered if we had to approve the Strategic Plan vendor. We reviewed the minutes and decided that the vendor would be approved once the Warrant Article was approved in March.

**Minutes:** A motion to accept the December 21 minutes was approved by B. Forgione, seconded by T. Shek and all voted affirmatively so the motion passed.

A motion to accept the December 29 minutes as amended to detail the encumbered funds was given by B. Forgione, seconded by T. Shek and all voted affirmatively so the motion passed.

A motion to accept the January 6 minutes as amended by changing "December" to "January" was heard from L. Pouliot, with A. Magnarelli seconding and all agreed so the motion passed.

The **unanticipated donations** of \$887.15 was accepted upon a motion by B. Mutrie, seconded by L. Pouliot and all voted Aye so the motion passed. There was \$606.15 in income from the Trustees of the Trust Funds, \$128 from the Cookbook Sale and \$114 in general donations with the remainder as miscellaneous.

There was no Treasurer's Report/Update. Donna Onake reported from **the Friends** that they propose having a liaison/member attend each of our meetings at least quarterly. We will try to reciprocate. Both groups should also share our meeting minutes so each is kept informed. The Director will forward each entity's minutes. The Friends have new By-Laws and have researched Best Practices for Friends groups. B. Forgione will attend the next Friend's meeting on the first Wednesday of February from 6:30-7:30 at the Library. The Friends would like to drive patrons to the Library, add new Friends members and advocate for enrichment programs. We talked about having a meet and greet between the Friends and the Trustees.

**Director's Report:** The total receivable from the Cookbook Sales was at least \$500. The Apple Orchard talk from Jared Kane of Branch Hill Orchard was well attended and well received. There could possibly be another apple themed event in the fall which might include heirloom apple and hard cider tasting.

**Events:** In February there will be Paper Piecing (aka quilting) on Saturday the 17<sup>th</sup>. Scott Faiia will give a talk on the Mustang Region of Nepal on the 21<sup>st</sup> at 6:30. See our website for the calendar.

Leah, our Youth Librarian, has opened another session of the afternoon Story Time. The Kindergarten Club is full. The Home Schoolers meet on Fridays which is a slowly expanding group. There is a Lego Club and an Art Club. We wondered about an Art Club for adults.

Wendy Harrington will be hosting a conversational French club from 11-12 on Saturdays. She will be willing to teach Computer skills for phone and laptop users to enhance their skills. In March, a Genealogy speaker will talk from the Humanities and kick-off a Genealogy Club either on Friday afternoons or Saturdays. Maybe a Mahjong group would form again.

The **Building** had 1.5" of water after the last rainstorm that came through the dropped ceiling tiles on the south side, one was removed and the water caught on the floor. We need to figure out a way to make the vents have a steeper angle or be mechanically closed when rain is forecast (jealousies?) The Director will be researching a new alarm company as the year for repair is up this summer.

We will skip approving the **Personnel Policy**. We did briefly discuss how to figure the average amount of time worked for the 28-hour employee(s). It is simpler to just use the scheduled time. We felt that we should have a meeting with just this Policy on the agenda. Now that we know how to use Google Drive thanks to Wendy, we thought that each editor should use a different color ink: Beverly (turquoise), Beth (red), Laura (purple), Amy (green), Tom abstains, etc. to make it easier to identify.

The **Discipline** Process is not specified anywhere in our Personnel Policy. Joanna has researched other Libraries and our Town's policies and will compile one that would be good to add to our Policy.

We looked at the **Strategic Plan** talking points for use at the Deliberative Session and for other informal gatherings. They were deemed useful.

The current **Behavior Policy** was also compared. The Goffstown Library was a good starting point but a full page of consequences was a bit of overkill. The current document will also have to be fine-tuned to become a workable document. The Director and L. Pouliot will do more research and put an acceptable document together.

**Insulation:** AECOM invoice for the insulation work will be paid with encumbered funds. We wondered if we could find out if a new vapor barrier will be installed. B. Mutrie will email her contact and also ask about the payment schedule. Dave Coe, Tom Shek and Dave Lariviere might put their heads together to determine exactly what we would like to see done.

The Director proposed taking a Crash **Course** from the ALA on being a Director. The cost will be \$189. This course was approved after a motion by A. Magnarelli, seconded by B. Forgione and all trustees agreed.

The edits to the Library Trustees 2023 **Yearly Report** for the Town Report were mostly grammatical, capitalization, or formatting issues. We discussed reducing the detail of the staff's work history to just information for the current year, but. It was decided to leave it alone this year. We did take a new picture of the current Trustees even though L. Coe and R. McDermott were missing. We approved the edited 2023 Year Report as written by the Director upon a motion by B. Forgione, seconded by Tom Shek and all agreed so the motion passed.

We approved the edited version of our **By-Laws** (change Chairman and Vice-Chairman to Chairperson and Vice-Chairperson). Also added was a sentence about the Secretary keeping a list of non-public minutes and will recommend which can be unsealed annually. The motion to approve as amended was made by B. Mutrie, seconded by T. Shek and all concurred.

We decided to review the 5-year building repair plan and the Trustee goals at the next meeting.

We discussed the upcoming date of January 24 to begin the nomination process to be on the ballot for the Library Trustee position. Linda Coe's term is up for renewal.

A motion to adjourn was heard at 4:50 by B. Forgione, seconded by A. Magnarelli and all concurred.

Beverly Mutrie, Recording Secretary.