

LIBRARY TRUSTEE MEETING Final minutes
November 21, 2019

Beth Forgione, Judy Wilson, Beverly Mutrie, and Linda Coe were present. Laura Pouliot, the alternate, was also present and will be voting until Amy arrives. Amy Magnarelli arrived at 3:15. Barbara Tosiano, the Library Director, and Larry Smith, the selectman's representative was also present.

Beverly called the meeting to order at 3:00

MINUTES OF LAST MEETING: Judy motions to accept minutes as amended, Laura seconded, all in favor.

Acceptance of donations and unanticipated funds for October, 2019

Beverly motions to accept \$289.64 in unanticipated funds, Laura seconds, all in favor.

TREASURER'S REPORT: Beth mentioned that we still have a lot of outstanding bills. The electric bills need to be gone through again, because Beth is not sure they have straightened out the billing. Beth says we are still on target with our expenses. We will have \$557 in earnings from trust funds coming from the Trustees of the Trust Fund before the end of the year. For 2020, Beth put together a proposed budget to cover the \$220 increase in benefits. She adjusted some line items to keep the bottom line budget the same. We can also spend the interest on the CD's we have purchased if needed. Beth has found a back-up person to do bookkeeping and will begin training her next year. Amy made a motion to accept Beth's proposed 2020 budget, Judy seconded, all in favor.

DIRECTOR'S REPORT: "1,000 Books Before Kindergarten"- has been a popular program. Kids and parents have been combing through the stacks to find some of the books! Songs and stories of WWII program was popular; it had about 30 attendees. The musicians presenting the program were very talented, and had many original songs. Cookie exchange to be held on Dec.14; there are currently 9 people signed up for the program. Barbara is planning ahead for programs for 2020. There will be a speaker on zero waste and an Earth Day fair. May 7th is a speaker on Paul Revere.

CONTINUING BUSINESS:

Warrant Articles- We have 4:

There was much discussion over wording:

Article 16-Reads as "To see if the town will vote to discontinue the following Capital Reserve Funds. Said funds and accumulated interest to date of withdrawal are to be transferred to the municipalities' general fund. This article is contingent on the passage of Article 17. NO TAX IMPACT.

1987 Library Expansions Capital Reserve Fund \$852.23

2007 Library Improvement Capital Reserve Fund \$12,922.18

Article 17-“To see if the Town will vote to establish an Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of repairs, replacements, and improvements to the Hampton Falls Free Library and related Infrastructure, and to raise and appropriate the sum of up to \$13,000 to put in the fund, with this amount to come from the Town's general unassigned fund balance towards this purpose and to name the Library Board of Trustees as agents to expend these funds. This article is contingent on the passage of Article 16. NO TAX IMPACT”

Article 18: “To see if the town will vote to raise and appropriate the sum of \$4,000 to be deposited in the Library Expendable Trust Fund to be used for repair, replacement and improvements of the Library. This article is contingent on the passage of Article 17. “ *This is to start putting funds aside for the replacement of air conditioning compressors.*

Article ??: To see if the town will vote to raise and appropriate the sum of \$25,000 to be used to fund maintenance, improvements and special initiatives for the Library, including but not limited to a new walkway from the Library to the Safety Building. This sum to come from Library donations and invested funds. No amount to be raised from taxation. Library trustees to be the agents to expend. NO TAX IMPACT.

Records Retention - nothing new

Parking Lot/Walkway-Jay Lord spoke to Beverly about where the proposed walkway terminates. The walkway needs to be ADA compliant, so that is why it curves to that front corner of the safety building parking lot. The problem is that the safety building plows the snow to that corner of their parking lot. There is also concern that the leaching field for the Safety Complex may be under where the parking lot will go. There was much discussion about where to get a copy of the septic plan. There were also concerns about the walkway ending in a potential parking spot.

Possible grants for walkway- One of our staff, Erin Schniederma, used to write grants. She mentioned to Barbara that there are grants available from organizations to make buildings more accessible. We would like her to look into getting a grant to help pay for the walkway.

Windows 10 Upgrade- the three computers for Barbara, Leah and the staff are done. The public computers need to be upgraded. Old staff computers will be repurposed for the public. John would like to put some kind of ransomware on the public computers, for safety.

Use of space in teen area/program area- Moriah Gavrish is an architect in Boston. She came to visit, and wants \$600 to do 3 plans with different options for the use of central space and reconfiguring the teen area. Judy made a motion to accept the proposal, Beth says she can encumber the funds if needed to pay her in January. Amy seconds the motion, all in favor. Judy will volunteer to meet with Moriah. Trustees would like Leah to be involved too.

ACTION ITEMS:

Review and approve Investment Policy- According to the auditor, we are supposed to review this every year. Beth assures us that we are in compliance with the policy. Do we need to spell out the number of people on the investment advisory committee? If we leave it open-ended, we can be a little more flexible. Judy makes a motion to continue using the policy as-is in the next fiscal year, Beth seconded, all in favor.

Submit budget to Selectmen- Beth will submit final revisions tomorrow.

Determine start time for winter meetings- Beth is interested in moving the meetings to 3:30 pm. Amy made a motion to move winter meetings (Dec-April) to 3:30, Beth seconded, all in favor.

NEW BUSINESS ITEMS:

Bedbug Policy- Barbara attended a meeting this morning about bedbugs in the Hampton Library. We need to have a bedbug policy sooner rather than later. Barbara will send a copy around so that we can discuss it at the next meeting.

NON-PUBLIC SESSION: Amy made a motion to go into non-public at 4:33 for the following reason: RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

Judy seconded the motion and a roll call vote to go into non-public was taken, all in the affirmative.

Beth motioned to come out of non-public session at 4:55 pm, Amy seconded, a roll call vote to come out of non-public session with all in the affirmative was recorded.

Beverly motioned to seal the non-public minutes, Judy seconded, all in favor.

Beth motioned to adjourn at 5:03 pm, Judy seconded, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: Dec. 26, 2019 at 3:30 p.m.

Numbers in red were added after the minutes were approved. This must be mentioned in the December minutes.