

Hampton Falls Library Trustees
Final Meeting Minutes-November 15, 2018

The meeting was called to order at 2:02 pm. Present were Amy Magnarelli, Chair, Beth Forgione, Treasurer, Beverly Mutrie, Judy Wilson, with Laura Pouliot, alternate. Barbara Tosiano, Director, and Larry Smith, Selectman, also attending. Laura Pouliot was deemed a voting member upon the absence of Linda Coe.

The minutes for October were reviewed. The spelling of 'Laurie' in paragraph 2, should be changed to Lori. A motion to accept as amended was made by Beverly, seconded by Judy and all agreed.

Beth noted that the Library's minutes could not be found on the town's website but only found on the Library's website. To put minutes on the town's website, they have to be sent to the Town's Secretary too.

Donations: The unanticipated fund amount for October was \$2,102.94 which included \$1993.71 from our accounts managed by the Trustees of the Trust Funds . B. Mutrie motioned to accept the total amount and Judy seconded with all agreeing.

Budget: There was a long discussion of the year to date Treasurer's report. For clarification, we agreed to move all landscaping services to line Item #700 Land Maintenance. Discussion ensued about the unspent balance projected for year end which currently sits at approximately \$8000. This amount includes some monies that will need to be returned to the town, for example, unspent encumbered monies from 2017 for the side door and the unspent contingency fund. We agreed we should pre-pay the oil as in past years as well as any other contracted services. We also discussed obtaining an estimate/contract for the other side door that will need to be repaired or replaced soon.

Beth made recommendations for adjustments to various line items in the 2019 budget that would not affect the bottom line. As a result of extensive discussions of various line items, we decided to change the following budget items:

<u>Line Item</u>	<u>to Amt</u>	<u>+/-</u>	<u>Line Item</u>	<u>to Amt</u>	<u>+/-</u>
110	\$42500	up	680	\$1500	down
190	\$ 3000	up	710	\$ 100	up
370	\$ 100	down	740	\$ 350	down
490	\$ 1200	same	750	\$ 750	down
630	\$ 1000	down	830	\$ 500	down
670	\$17000	down	840	\$ 200	down,

for a total level funded budget of \$164372. Judy made a motion to accept the budget line item adjustments to keep the total expenditures flat. Amy seconded and all agreed.

We discussed the **proposed Expendable Trust Fund** warrant article for building repair and improvements. It is our understanding the creation of this new fund will allow us to roll-over any surplus from the library budget into it. The select board is also proposing the funds in the current Capital Reserve Fund for exterior trim/painting be moved into this new fund. We need to seek further clarification on how these monies will be moved and how the new Expendable Trust fund will be funded in the future. Note: We do not allow monies from donations to be put into the town's general fund. If we are satisfied with the process proposed and the

wording of the proposed Warrant Article, the board would agree to move the amounts from the Capital Reserve Fund to the the new Expendable Trust Fund with the Trustees the agents to expend.

Director's report: Barbara reported that the side door was finished by Mr. Moran and she is very pleased about the result. The cost was around \$3K and reasonable. A new vendor, H&H Lock, was found to fix the front door locking mechanism. They gave tips on keeping it working properly.

The old display case has the side panel glass ordered and Laura will install. Beverly will share cost of new glass. The Historical Society will decide whether or not to take it very soon.

Central Signal will be coming Nov. 28. Am & PM will wax the Activity Room floor. Barbara will implement changing the schedule from being open late Tuesday nights, to Thursday nights to relieve the parking situation starting January 1. She showed us a two-sided color brochure, tri-fold, from N. Hampton Library that would be good for advertising services to new residents. She showed us a similar one for our Library. It's a good idea, especially as it allows for the Friend's activities and membership blank. The town report info is due January 3.

Beth reported that the bookkeeping is now being done at the Library at least once a month and the checks written at the Library. The bookkeeper will continue to retain a backup of the software and data offsite.

Larry stated that the Master Plan Committee was reviewing the Community Facilities chapter. He added the necessity of more public parking for Library events and safety reasons to the document. He also mentioned using the parking lot for Emergency Management Personnel, which might help to get a grant. Dick Robinson has not given us an estimate yet for a gravel parking lot. Cost will be important to getting the job done.

Perhaps a good use for our donated funds?

Generator: Amy reported that Proulx has a deposit. They did not tell us at the time that we need to purchase the gas coming with the tanks before install. Amy will use the credit card to pay the bill at \$2.89 a gallon, probably 40 gallons in total. Proulx said they were 6 weeks out with the install. The Generator Connection will give us three day notice before dropping off the generator. A check for \$2500 will be needed on that occasion.

Judy reported that she had obtained two North Face backpacks , one to fill with Seashore information and the second for Mountain hiking paraphernalia. One was donated by Travel and Nature in Exeter, the other sold at cost from George and Phillips. Friends have contributed \$100 that was spent at George & Phillips. It is important for a Trustee to be at the Friends meeting so each is well informed of the other's activities. Beverly suggested the Trustees contribute some money toward materials, including perhaps binoculars & rain ponchos to put in the backpacks. The Trustees gave Judy permission to spend as she sees fit to complete the backpacks. Beth and Judy will go shopping.

Barbara showed us the templates for new signage on the stacks. We all like the one with the Dewey numbers listed. We thought a classy frame or Plexiglas frame with a colorful printed insert hung with a molding hook or other non-damaging method on the stacks would work well. New signage should be done for the Videos, Newspaper, Magazine, etc. locations.

A motion was heard by Amy to go into non-public session for personnel reasons at 4:05 pm. It was seconded by Judy and all other members agreed by roll call. Larry Smith left the meeting.

The board came out of non-public session at 4:25 pm upon a roll call vote.

Beth proposed that we should meet at 2pm from now on until Daylight Savings Time changes again. Amy made a motion to seal the non-public minutes, Judy seconded and all agreed. Judy made a motion to adjourn at 4:26 pm, seconded by Beth with all voting yes.

Respectfully submitted, Beverly Mutrie, acting Secretary.