

LIBRARY TRUSTEE MEETING Final Minutes

June 22, 2017

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Richard Mc Dermott and Barbara Tosiano were also in attendance. Laura Pouliot was attending as the alternate, as well as Alison Crotty.

Amy called the meeting to order at 4:50

MINUTES OF LAST MEETING: Beth motions to accept minutes of May. Judy seconds, all in favor.

Acceptance of donations and unanticipated funds for May, 2017 : \$124.21 in unanticipated funds for May 2017. Amy motions to accept \$124.21 in unanticipated funds, Judy seconds, all in favor.

TREASURER'S REPORT: not this month

DIRECTOR'S REPORT: Circulation for this May was exactly the same as May last year. Remediation was completed on June 5th. Beth will pay Ted Czy for the work he did before the insurance company reimburses us. Other contractors will be paid after the insurance company reimburses us. We had very good attendance at the Bobcat program. This is a new topic for this area, and a lot of people are interested in the subject. Our parking lot was full, and overflow parking was in the safety complex parking lot. Some discussion ensued about putting a walkway between the two parking areas. Barbara has completed booking programs for the fall. Summer reading starts next week.

CONTINUING BUSINESS:

Investment Policy - Beth brought in paperwork to sign up for a Vanguard account. Beth is not willing to take the lead on the investment sub-committee. She feels uncomfortable being in charge of all the money. We discussed having Beverly and Linda work together to fill out the paperwork to open the Vanguard account. Judy made a motion to invest \$15,000 in the Vanguard money market fund. At a later point, we can invest it. Amy seconds the motion, all in favor. Linda will email the No-Load Fund investment newsletter to everyone to look at. Barbara will email the most up to date investment policy to everyone.

Library Program Survey-Laura and Judy worked on the survey. They used this to survey Hampton Falls residents who were attending the Bobcat program. We got 33 respondents for this survey. Ideas for wider distribution of questionnaire-have on website, Facebook, at the booksale, and they can go out in the tax bills. Judy will go to the concert on the common tonight and seek out Hampton Falls residents to survey. We don't have a banner to put at a table, can we borrow the Friends of the Library sign to have at the concerts on the common?

Judy can also leave some with the town clerk (or near her office). Dump day may also be a good place to distribute survey. We could also have volunteer with clip boards asking questions to drivers waiting in their cars. George Koch has offered to put the survey on the Hampton Falls Observer. After some discussion, it was decided to ask George put a link to the library website on his site. Laura will work on developing a Survey Monkey version of the survey that can be on our website.

Gardening- We walked around the building at 4:30 to look at the gardens. They look pretty good. Irrigation will be installed as soon as Linda and John get around to it.

Roof and Remediation-Amy had Bart Mayer (town lawyer) review the insurance property damage release. Bart added a line to the letter to clarify. Amy wants to add a line that she is only signing off on the repairs made on March 14, not any future problems with the roof such as new leaks or failure of roofing material. We agreed that if Bart OKs the additional statement, Amy will sign the insurance property damage release and have it notarized before sending it back to the insurance company.

Curbing-Beverly passed around a letter that she drafted to the selectmen pointing out problems with the curbing and cracks in parking lot pavement. Beth made a motion to approve sending the letter to the selectmen, Beverly seconded, all in favor.

Update on Outreach Initiatives: Bookmark, Adult Program Questionnaire, and Cider & Donut Fall Program Preview- **Tues. Sept 12 at 6:30 pm** is our cider and donut fall program preview. The bookmark info has been edited so that it fits on one side of a bookmark sized paper. Programs will be listed on the other side. Carol is willing to do a yoga demonstration as part of the program.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Generator- We need to install a switch in the power panel so that we can hook up a portable generator. Where would we leave the generator? Is there a way to leave it in the shed and run an extension cord to the power panel? Judy will see if she can track down Mark and ask him if we can put the generator in the shed.

Increase for bookkeeper- We are currently paying our bookkeeper \$16 per hour. Beth thinks we should do this as a budget item next year. She works about 4 hours a month, but more at the end of the year preparing for the audit. How much does the town pay their bookkeeper?

Beth Made a motion to adjourn at 6:15, Beverly seconds the motion, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING:

July 27, 2017