

Hampton Falls Free Library Trustees
Draft Meeting Minutes
August 19, 2021

Attending at 4:07 pm: Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Laura Pouliot, Alternate. Absent: Richard McDermott, Trustee and Ed Beattie, Selectman. Barbara Tosiano, Director also attending at the Library. For this meeting, Laura will be a voting member.

The **minutes** from July were reviewed and three changes made: last line under Treasurer's Report, add "if needed," before some donated funds; add to Director's report paragraph: open "additional" 4 hours on Fridays; add to Social Media Policy paragraph after "accept as amended", "and send to legal counsel for review". Minutes as amended were voted accepted upon a motion by Amy and seconded by Laura.

Unanticipated Donations: Beverly made a motion to accept \$42, seconded by Laura and all agreed.

Treasurer's Report: We still do not have any interest information from Provident Bank. Beth believes the interest rate is .54% for the last CD we have there. CIP meets Sept. 23rd. We will have to fill out to give notice about HVAC required funds.

Director's Report: Circulation is way up for July, over 2000, even much better than July 2019. "Up Lit" relates to good reads, quirky, with uplifting or positive endings. Barbara has permission from and will pay for the Tricentennial Committee to hire Pontine Theatre for an Alice Brown skit. Unitarian Church might be a great venue. Linda will check with D. Coe. Children's Book Sale this Saturday has good amount of donations. WildLife Encounter from Maine had 50 participants. Bob Moran, south door installer, has had health issues, so install is postponed. New trustee manual available on the NHLTA website. Barbara has a hard copy. The Friends will meet Sept. 1 at 6:30.

COVID: no state emergency or mandate yet. Beverly will make a poster stating "Masks are Encouraged per CDC guidelines" as we are in a red zone. Barbara and staff will be wearing masks. She has permission to change policy to conform to state guidelines.

HVAC: We have one quote from Palmer Sicard for \$124,000. Will be seeking at least two more. Are two phase condenser motors specified? If so, energy use should be less. We are spending funds on repairs to system every year. Linda and Amy will work together to submit the form to the CIP with documentation about life of condensers and need for change in the ventilation system and freon.

Landscaping: We can not spray poison ivy as we are not town employees. We can cut it at ground. We will have to hire service with proper license to spray. Beth will contact Mainely Grass and ask them cost and availability to do at least two sprayings. Will need extra funds for more pruning and tree work next year.

Since Lori is resigning on the 27th, Linda will make an **action item list** for new Administrator to get him/her up to date with our needs. We would like to have walkway done for safety reasons. We will have to work with the Fire Dept. re the placement of the historic siren. Beverly will send walkway/parking lot plans to Mark Thompson.

Investments: Linda met with Trustees of the Trust Funds and asked David Mayes opinion re investing our extra donation funds. The Trustees of the Trust Funds are invested with Vanguard Wellington which is a 40% Bond and 60% Equity mutual fund. It only earns about 1.80% and has a .16 expense fee which is better than CDs. We will invest \$100,000 for now and reinvest dividends. Beverly will get deposit details from Vanguard.

Social Media Policy: The corrections made by counsel are acceptable. Beth made a motion to accept as written, seconded by Laura with all in concurrence.

Budget: Discussion about what funds would be needed next year. We agreed that computer equipment of \$2500 should be foremost, with about \$2000 more for tree and shrub pruning, spraying invasives, and mulch as part of our landscaping expenses. Since we have underspent materials for the last 2 years, we requested the Director to upgrade our website for about \$900 and start purchasing needed computer equipment this year and use this year's donations if necessary. We all agree that electronic databases and communication will be increasingly important. We will put \$20,000 in our 2022 budget (from donations) for the walkway.

A motion to adjourn was made by Beth, seconded by Laura with all in agreement at 5:40 pm.

Respectfully submitted,

Beverly Mutrie, Secretary