

**Hampton Falls Library Trustees**  
**Draft Meeting Minutes of September 24, 2020**

Present: Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, Trustee, and Laura Pouliot, Alternate. Ed Beattie, Selectman's Representative, absent. Also attending was Barbara Tosiano, Library Director.

The meeting began at 4:00 pm outside the Library due to COVID.

**The minutes** of August 27 were reviewed and amendments made as follows: End the first sentence under continuing business after "appropriate", add the phrase, "placed on the ballot as intended" instead of "at all what we wanted" in the next sentence, and change Robarts to "Robart". Also spell out ILL to "Inter Library Loan". Beth Forgione made a motion to accept as amended with Richard McDermott seconding and all agreeing.

**Donations:** We accepted \$118.71, mostly book sales, as unanticipated donations upon a motion by Linda Coe, seconded by Amy Magnarelli and all in agreement.

We discussed possibility of doing an outdoor book sale or a social distancing indoor sale but will wait until spring. The Librarian is selling donated or discarded books through book sellers or recycling them.

**Treasurer's Report:** Beth Forgione reported on expenses through mid-September. More materials will be bought this fall, but she expects to have some unspent funds with about \$5600 to be returned to the town from unspent payroll along with the contingency fund. We will try to get bids for the replacement of the children's wing double doors to encumber funds this year. We will budget for a full-time employee raise next year of about \$2000, including benefits. Part-time employee raise amounts will be finalized depending on the total payroll and benefit expenses for 2021 and advise us next month. Hopefully the amount will not be much higher than our bottom line this year. We have budgeted \$1500 for scrub tree and shrub removal along the back border and loam and reseeding the front and south lawn if not done this year.

**Director's Report:** Circulation numbers looked pretty good, only down 48 books from last year. Ebook users have increased and Leah "shops" for books for patrons. Cleaning of furnace will take place October 2 and Friends of the Library have 10 days of poker income from Dover. We would like Barbara to add "Friends Update" to the agenda as she attends all their meetings. She made bookmarks for our virtual events and has added graphic history books for students and adults along with a pictorial science book.

**Parking Lot:** A motion by Amy Magnarelli was made to not build the walkway this year and let last year's warrant article lapse. This was seconded by Beth Forgione, and all agreed. The wording for a 2021 warrant article for permission to spend some of our donated funds will be researched by Barbara Tosiano and Richard McDermott for next month's discussion.

**Maintenance/Landscaping:** The front doors will hopefully be fixed in mid-October. Linda Coe, Beth Forgione, and Beverly Mutrie dug out the coreopsis, planted hollies and chrysanthemums in the front along with new bark mulch and two Knock-Out double pink roses near the screening fence in the back. We decided that we will try annuals next year around the hollies. We should add some money for annuals to the budget.

**Reopening:** We decided that we should open the Library from 10-5 on Thursdays on a motion by Linda Coe, seconded by Beth Forgione with all concurring as that will spread attendance and get the staff back to almost regular hours.

**Staff:** When Erin's new son appears, we will send flowers and a card. She will be on maternity leave.

**Cleaning:** We discussed the Library's portion of the bid for cleaning services from AM/PM for the whole town. It is considerably more than we pay now. We hopefully can negotiate a new price to do cleaning twice a month, bathrooms every week, windows every other year, with rug cleaning and floor waxing every year. Richard McDermott, Beth Forgione and Barbara Tosiano will get other bids and check with AM/PM (Larry Anderson).

**Public Hearing:** A motion was made by Beth Forgione to accept the generous donation from Epping Well and Pump for the installation and maintenance of an irrigation system in memory of Peter Robart this fall. It was seconded by Amy Magnarelli and all agreed and expressed gratitude. We discussed lawn maintenance and whether to add loam now or wait and see until next fall as the irrigation should make a difference. Beth will ask Going Green Landscaping about the number of inches of new loam as the irrigation heads will have to be set to the new height, so loaming may have to be done now. We hope the estimate is good until next fall.

**The Internet Policy** as proposed by Barbara Tosiano was accepted and will be posted on the wall next to the computers upon a motion by Linda Coe, seconded by Amy Magnarelli and all concurred.

**Other:** We will ask Bob Moran for an estimate to purchase and install the new (fiberglass?) south gable end double doors. Laura will connect with him.

**Non Public:** At 5:06 pm Amy Magnarelli motioned to go into non-public session to review the non-public minutes from July and August, seconded by Linda Coe and had a unanimous roll call vote. We came out of non-public session upon a motion by Linda Coe, seconded by Amy Magnarelli and a roll call vote at 5:12 pm. We voted to seal both amended and approved non-public minutes upon a motion by Amy Magnarelli, seconded by Beth Forgione with all in agreement.

The **meeting** for October and through the fall will be changed to **2 pm on the fourth Thursday** (October 22). This change will be posted by our director.

We agreed to adjourn at 5:13 pm upon a motion by Richard McDermott, seconded by Beverly Mutrie and all said yea!

Respectfully submitted,  
Beverly Mutrie, Recording Secretary