

**Hampton Falls Free Library**  
**Draft Meeting Minutes for Nov 18, 2020**

The meeting commenced by Zoom at 2:07 pm with Linda Coe, Chair, Beth Forgione, Treasurer, Amy Magnarelli, Vice Chair, Beverly Mutrie, Secretary, Richard McDermott, trustee, and Laura Pouliot, Alternate Trustee (non-voting) attending. Also attending as non-voting participants were Barbara Tosiano, Director and Ed Beattie, Selectman.

The minutes for October were approved upon a motion by Richard, seconded by Beth with all voting approval  
Richard Beth All

Unanticipated donations for Oct were zero. Barbara has begun selling cookbooks at the Library and Beth has requested funds from our trust fund.

**Treasurer's Report:** All numbers are through Nov 1 and projected to year end.

Bottom line: We will have Payroll benefits money under budget and \$2K in leftover expenses money. Expect to encumber the later for the children's wing door replacement. The town will receive back the \$1000 contingency plus \$4K in salary/benefits. We will be prepaying funds for fuel as usual. The Treasurer will finalize her numbers at the December meeting. The quote to replace the door from Moran was \$2029. Beth motioned to accept children's wing double doors bid for \$2029, Amy seconds with all in favor.

Comment: Part-time hours have increased a bit, but don't know whether that will continue for rest of year if COVID cases increase and decision to change number of hours open.

**Director's Report:** Circulation good. Saturday best day of week. New faces are not prevalent. Richard suggested that we ask current patrons to do some PR to encourage others to use our services. May already be happening. Barbara reported that the boiler was cleaned and front doors installed. The new locking mechanism works well. She has bought an air purifier/filter for the Community Room.

Story times are outside even in the chill. Craft bags for kids continuing with holiday things. Santa will be arriving on decorated truck from Churchills and will be driven slowly around town on the first Saturday in December. Announcements on the web and posters all over town will advertise it. Olofson's will be calling Barbara re HVAC service. Epping Well has flags up for irrigation system but no firm date as yet.

**Cleaning Services:** 7 services have bid. The last one, Fernandez, does other local libraries. They quoted a price very close to our last month's low bid. Motion by Linda to accept estimate by Fernandez Cleaners and hire them for \$75 per visit every other week. Richard seconded. Ayes heard by all. No contract per se, but we have a submitted paper invoice.

**Landscaping:** CT Tree Service can't do before end of year. We will be first on list in March...9<sup>th</sup>. Linda will schedule a day and a third of labor for \$1800.

Mainly Grass has been hired for fertilizing and liming with costs included in year-end budget. We will pay in advance this year.

**2021 Budget:** Selectboard asks all to look at budget and reduce it by 5%. Beth states that our projected payroll increases for next year are using up any surplus. If we have unforeseen maintenance issue, we won't have any surplus money to pay the bills.

Ed Beattie explained that the present town budget is 7% over last year. BOS wants the budget number to be palatable for March meeting, somewhere close to 4%. Some departments have significant increases. BOS aware of our budget last year. Generally, some departments can do a 5% decrease and some can't. Warrant Articles add to cost of running the town and mean increases in taxes. Rooms and meals tax from State to tune of \$117K may be reduced next year.

Flow of taxes to town? No impact so far, as July's were paid at the same percentage as last year, about 89%.

Ed wants to keep good people and therefore have instigated pay raises for town staff.

**Warrant Article(s):** We discussed the advisability of having another warrant article regarding spending our accumulated donated funds. It seems that putting extra money in our budget is the only way. We will continue to research a way to obtain permission to spend our own funds without impacting the town's general fund. The Town will aim to keep its Expendable Trust Fund for town building maintenance at \$25K. The Library may need to replace our air conditioners so we need enough money for that in our expendable trust fund. That increase could happen from a warrant article to put money in the trust fund. We will spend 2021 trying to get a warrant article for 2022 written properly that will meet our requirements.

**Parking Lot/Walkway:** Vaccine coming but probably not till next summer would we be open for large gatherings. Maybe BOS can come up with master plan for parking area increases. Revisit the need for more parking space next summer. Ed will ask town counsel, Barbara will ask list-serve, and Linda will ask NHLTA for solutions to warrant article wording.

**Library Hours:** Circumstances may occur that lead to reducing open hours to public. Barbara reports four NH4 libraries going back to curbside pickup only.

What would be trigger to reduce hours? School or town closure? Health services do not report helpful statistics by town. State policy recommends no more than 25 people in building. DHHS cases shows 1- 4 active cases and have 25 identified since March. There could be more social spread due to holidays.

Need guidelines for what happens if staff gets sick? They would quarantine and the building will be shut down for 3 days and cleaned. We will follow CDC guidelines and monitor the numbers. If COVID numbers increase we will be ready to have a non-scheduled meeting.

**Merit Award:** We went into non-public session for personnel reasons upon a motion by Amy, seconded by Linda and all agreed by roll call vote at 3:27pm. Barbara was invited to attend.

Vote to come out of non-public to public session at 3:52. Beth motions, Linda seconds, with all voting by roll call.

We briefly discussed moving the meeting to a later time. Linda will check her schedule and ask Laura for best time.

Next month's meeting will be on Dec. 17<sup>th</sup> at 2pm by Zoom. Motion to adjourn by Richard with Beth/ Amy seconds...all agreed at 3:55 pm.

