

Hampton Falls Free Library Trustees
Final Meeting Minutes January 27, 2022

Attending at 3:03 pm: Linda Coe, Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, all Trustees and Barbara Tosiano, Director. Laura Pouliot, Alternate, was deemed a voting member due to absence of Trustees Richard McDermott and Amy Magnarelli.

The minutes of December 2021 and January 12 were accepted with one change to the Jan 12 minutes from "Commissioner" to "Trustee" upon a motion by Beth, seconded by Laura and all concurred.

Unanticipated donations of \$912.80, mostly from the Cookbook Sale and earnings from the Library's Trusts held by the Trustees of the Trust Fund, was accepted upon a motion by Beverly, Linda seconded and all agreed.

There was no Treasurer's report.

The Director reported than we earned \$800 from the Cookbook Sale over the last three months. She reported that the online book seller will continue selling our 'fancy' books.

We discussed how many patrons are active users of the Library. Barbara will report next month. Beth asked about Hoopla. Hoopla is not the same as E Books, but rather is useful for Crafts/How Tos/Courses and listening to older books. Barbara asked about hiring a paper shredder firm for \$850 as a service to the public. If a corporate sponsor, the payment/donation should go through the Friends. If necessary, perhaps charge a small fee per person. There is a 6K pound limit to paper accepted. Suggested time frame was on a Saturday near Earth Day 2022. **Barbara/Laura** to perhaps contact Shawn Hanson/Mary Ann Hill at the Conservation Commission for synergy.

The FRIENDS have donated 4 pairs of Snowshoes for use by patrons. A Liability Waiver for their use will be reviewed by our attorney. The Friends will have a link on our website and hopefully have a Paypal button in order for residents to donate money or services or become a member. There may be a fee from Paypal. Bonner Spring, the local author, will start April and May with writing workshops sponsored by the Friends. Wendy Harrington taught 4 people to make journals from recycled paper (another Earth Day activity?). It was an enjoyable event and much appreciated.

COVID is still prevalent and necessitates holding activities outside, such as a Garden Tea Party for mothers and daughters. N95 masks are provided for staff. Carol Sanborn has renewed her insurance for Yoga classes and hopefully will teach basket making again. We thought the Tai Chi event was well received and could be done again outside, but it's costly. Friends?

HVAC: Nothing new. We need to be proactive and ask Town to put out RFPs so the job can start in the spring. May have supply chain issues that will delay the completion. Mark Sikorski, our Building Inspector, should comment on the specs. **Linda to send?**

Amy came at about 3:45 pm, but Laura is still voting.

BLINDS: Mary Ellen from Exciting Windows has provided an invoice for \$2690 for 13 vinyl slatted blinds with no cord for the children's and young adult sections. The color of Cheesecake was chosen. A 50% deposit was requested.

We reviewed our yearly TIMELINE for changes and things to accomplish. We added in January, "Approve annual report." We added getting RFPs initiated in February. Beverly requested to review Building exterior in February, weather permitting, as there might be algae and rust stain issues, that need attention this summer. For June, we added review Selection Policy (by counsel) and Meeting Room Policy. In September/October, we will consider Salary Ranges and Comps for any future salary increases. **Beth to finish purging attic papers.**

WALKWAY: Steven Keach has the verbal OK to begin surveying and producing the specs for the RFP. Beth asked if she needed to pay a deposit. **Beverly will double check.**

WEBSITE: Barbara would like to encourage Memorial Gifts to the Library, such as for Hugh Schrier, a regular patron, puzzle maker and past Trustee. We need to review our Donations Policy for language for donating services and if advertising the same is allowed.

Laura has been researching a puzzle table in memoriam for Hugh. She reached out to Wayne Barker who told her about Livingston in Seabrook or Jim Fabar. Beverly has a couple of names also. Perhaps it would be easier/cheaper to cut down one of the study carrels for a puzzle table as it already matches the existing Library furniture. We discussed having a hinged frame on top, no felt, and possibly a lazy susan turntable. Discussion to continue.

We would like to visit the North Hampton's new Library to get new ideas for our future expansion. We need to find out their architect and maybe get them to discuss with us what they/we envision such as a theatre area, more individual meeting spaces, soundproofing etc.

Linda had to leave at 4:50 pm. Beth reminded us that Tina is working on the manual for doing the year end reports for the audit. We should perhaps give her a thank you remuneration.

We will be meeting at **3pm in February.**

A motion to adjourn was heard at 4:53 pm by Amy, seconded by Laura and all voted in the affirmative.

Beverly Mutrie
Secretary