

Hampton Falls Free Library Board of Trustees
Final Meeting Minutes for October 28, 2021

Attending: Linda Coe, Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Amy Magnarelli, Vice-Chair, Richard McDermott, Trustee and Laura Pouliot, alternate trustee (non-voting). Also attending, Ed Beattie, Selectman's Representative and Barbara Tosiano, Director.

The meeting was called to order by Linda at 4:00 pm at the Library. We asked Ed to explain Lou Gargiulo's comment at the BOS meeting about a Warrant Article for the HVAC system. Ed believes that there probably won't be any large issues/increases in the town's budget, so perhaps that is the reason. Several trustees thought that seeing a large number (\$125K probable cost) as part of our HVAC Warrant Article would be a deterrent to its passage.

Ed explained that there will be ARPA funds coming next August for another \$126K which most probably would be used for the **Library's HVAC system** as the timing would be right. It would be possible to start the project in June and have it paid for in August. This year's ARPA funds will be spent on the LAS HVAC system, the Town Hall AC, and the Museum's heat/ HVAC system as it is in danger of failing.

Beth mentioned that the Trustees had thought about putting the \$125K for the HVAC in our next year's budget as an alternative to a Warrant Article or else we would need a guarantee from the BOS that the 2022 ARPA funds would be spent on our project. Beverly re-iterated that the Library's system is for the replacement of the air exchange/ventilation system along with the condensers. Ed would appreciate a written explanation of what the Library is requesting for talking points with the BOS. Linda will email Ed one. He is in favor of maintaining buildings as needed and not putting maintenance off.

Another issue that pertains to our budget is the **walkway** between the Public Safety Building and our parking lot. It is a safety issue when people have to walk and park on the road at night in the winter for Library's programs. The public voted to spend the \$15K of our donated funds two years ago through a Warrant Article. We are seeking permission from the Town to use the land near the roadway between the two buildings/lots for a handicapped walkway possibly made with pervious pavers. We asked Ed about the Janvrin property next door regarding putting in the parking lot between us and the Public Safety building. He believes that the purchase of extra Janvrin back land is not going to happen in the near future.

Ed reported that the Tricentennial Committee will be organizing events for next July 31 to August 6th. Susan Porcelli is the chair. The Library will be presenting the Pontine Players doing a program on Alice Brown at the First Congregational Society's building as well as an exhibit on Alice Brown's works and life. Barbara was invited by Ed to attend future Tricentennial Meetings. Ed left at 5PM.

The **minutes** from September were approved as written by Beth, seconded by Richard with all concurring.

Unanticipated Funds: A total of \$630.50 was received, with \$376 from donations in the memory of Elaine Ahern and Betty Merrill. **(need vote to accept)**

Treasurer's Report: The year-end projection for spending is favorable as we may have a surplus.

With some of the surplus, we will again prepay our oil bill, redesign our Logo and purchase needed computer equipment and a printer. Lawn seeding money will be included in next year's budget. We also hope to spray the invasives next spring with encumbered funds. Barbara requested additional Accucut dies and tuition monies for classes for Johanna and Leah.

Walkway: Beverly reported that the Keach & Nold engineering company's Steven Keach said the cost for the walkway and parking lot are essentially the same as the original quote in 2019. Beverly will get estimate of cost for providing the specs for an RFP for the walkway. We may be able to encumber the cost.

Director's Report: Barbara would like to do a Writer's Workshop sponsored by the Friends as a remembrance of Elaine Ahern, former Trustee and House Representative, who recently passed. The Library has added a few new patrons from the flyer recently sent out. Francesca and Leah organized a new collection for "First Chapter" books for beginning readers. There is a Librarian Scarecrow reading to pumpkins at the Common. Epping Well has come to fix a sprinkler head and drain the lines for the winter. Tomorrow, the children's side door will be replaced by Bob Moran. The Sy Montgomery talk on Nov. 13 is full, but Barbara is waiting to find out if the LAS gym would be available. Barbara will be away from Nov. 19-26th. The library will be closed all day on December 24th. Our Trustee Meeting schedule will be Nov. 18 at 3 pm, December 16 at 3pm and back to the 4th Thurs. for January and February at 3 pm.

Our COVID policy remains the same as half the libraries have a mask mandate, and the others have a mandate for staff. We will continue to require staff to wear a mask, and encourage patrons to do so.

Investment Funds: Money was sent to Vanguard for investment in the Wellington Fund and also perhaps sell VTI, our small cap fund. Linda will contact Vanguard.

Amy reported on the **Salary Survey** done amongst all small NH libraries. We believe our salary ranges are low since they have not changed since 2017. We will change the range for Library Assistant to \$13-\$20. All substitutes should now be getting \$12.

Laura left at 5:49 when we went into **Non-Public Session** for discussion of changes to other salaries based upon the staff's reviews after a motion from Linda, seconded by Amy and all agreed by voice vote.

At 6:08 pm we returned to Public Session upon a motion from Linda, seconded by Amy, and all concurred by voice vote.

Linda made a motion to seal the non-public minutes, seconded by Amy, with all in agreement.

At 6:09 pm, Richard made a motion to adjourn, seconded by Linda with all very much in agreement.