

Hampton Falls Library Trustees
Final Meeting Minutes November 18, 2021

Present at 3 pm: Linda Coe, Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary and Richard McDermott, Trustee with Laura Pouliot, Alternate (voting). Barbara Tosiano, Director and Amy Magnarelli, absent until 4 pm.

The **minutes from October** were approved as mended with change to Nov. 13 for the Sy Montgomery author program date, by Linda, seconded by Beth with all approving.

Linda made a motion to accept \$748 in **unanticipated donations** mostly from Elaine Ahern's bequests, seconded by Beverly and all agreed.

Treasurer's Report: We are still on track to have a surplus at the end of the year. We would like to replace the blinds in the children's area and multipurpose room as those have cords and are a safety issue. Beverly will research the size and comparative costs of cellular shades/blinds that will still let in light. We should get a quote for washing the windows in the spring along with solving the streams of water hitting and discoloring the siding from the roofs. There may be paint issues to take care of also.

Director's report: Cookbook Sale coming up on Nov. 23rd. Santa will be outside with the children. The side door is finally in (*but needs interior coat of paint*). December newsletter will be out soon. The staff are working on the Library's website revisions. Good turnout for the Sy Montgomery program (68 attendees) and other zoom programs. Polar Express pajama Story Time on Dec. 15 will be split into sessions.

Friends: They will be helping support the Writer' Workshop in memory of Elaine Ahern and also join Amazon Smile to garner 'commissions' from Amazon sales.

The **Covid** situation has been up-ticking. We will continue to recommend masks with the staff wearing at all times. There will be no after school programs and Wednesday story time will be outside.

HVAC: Linda read the BOS minutes section dealing with our 5- year HVAC project. She did send them talking points re the need/urgency for it to happen this spring, hopefully with ARPA funds. We are repairing the ventilation system foremost, with ARVs, so all 4 recovery units and air handlers will work optimally along with the new freon in the new condensers. This is necessary to provide better air circulation during Covid. We will attend the BOS meeting on the 30th to ask them their intentions and alternative plans. We still believe the Warrant Article for \$125K will get shot down unless there are offsetting funds. We will also apply for a LEPE grant. As a last resort, adding funds to the budget may be necessary to preserve our program attendance, staff working conditions and the collection.

The **walkway** from the Public Safety building was again discussed. To be able to spend our donation monies, we will put the \$15000 into the budget with the same amount offsetting the tax rate. If necessary, we will have to dip into our 2022 donations to pay overage. We will ask the town to send out RFPs to have the contractors bid on the specs. [*The cost from Keach and Nordstrum for the building drawings/specs for walkway **and** parking lot would be about \$15,000*]

The CD money was transferred to our **Vanguard account** for investment in the Wellington Fund. Beth will be in contact with Karen about possible changes to the budget. The difference between our 2011 budget and the current 2021 budget is +\$13,000. The town has approved a cost of living raise for their employees of 4% in 2022.

ACTION ITEMS: Linda and Amy will get together to discuss Barbara's annual evaluation. We will go to non-public in December to discuss any raises.

Linda will give the BOS bullet points re the HVAC issues.

Beverly will get some numbers from shade companies.

Beverly will check on engineer cost for drawing up bid plans for walkway.

Beth will update budget and inform Karen.

The town's budget will be discussed by BOS on **November 30 at workshop at 8 am**. All should try to attend.

The next meeting will be December 16 at 3 pm.

A motion to adjourn was held at 4:45 pm upon a motion by Beth, seconded by Amy. All in favor.

Respectfully submitted,

Beverly Mutrie