

Hampton Falls Free Library Trustees
Final Minutes December 16, 2021

Present at 2:57 pm at the Library were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer and Richard McDermott, Trustee. Laura Pouliot, alternate (arriving at 3:30) and Barbara Tosiano, Director also attended.

The **Minutes** from November were approved as written upon a motion by Richard, seconded by Beth with all concurring.

Unanticipated **donations** of \$658 were accepted upon a motion by Linda, seconded by Amy and all the rest agreeing. \$445 of that amount was for cookbooks. We appreciate the donor of the same tremendously.

Treasurer's Report: We prepaid the fuel bill. There is a spreadsheet keeping track of fuel consumption for a year-to-year comparison. The payroll data is through Nov. 30. We believe we have about \$3000 left for merit bonuses. There were also approximately \$6K in donation monies that can be spent this year. We have received a quote from Exciting Windows for replacing the corded blinds in the children's wing with cordless aluminum venetian blinds that are needed for safety reasons. We discussed the merits of doing the whole building except for the main room. It was argued that since only the children's wing's blinds need replacing, we should save the funds for another project, such as paying for the design specs for the walkway's RFP. Linda made a motion to replace the corded blinds in the children's section only with cordless Graber metal/aluminum 1" slatted blinds with a matte finish to match the woodwork for up to \$4000. Amy seconds and all vote in the affirmative.

According to a verbal quote from Steve Keach of Keach Nordstrum Engineering, the **walkway** specs would cost \$5K and include a crew for a day surveying the as built condition of the parking lot and the land. Beth motions to hire Keach-Nordstrum to provide the written specs for the anticipated RFP for the walkway for up to \$5K. Linda seconds and we concur. We will meet in early January to finalize the leftover monies and discuss the final numbers for the annual report.

Director's Report: The cookbook sales are terrific. The staff is working on the website revision. There will be a yellow banner across the home page if the Library closes unexpectedly. The staff would like to implement a donation button for monies or services. It would probably involve Paypal. Johanna has completed her graphic design course. Sy Montgomery was a great speaker and had a large turnout. Leah did Polar Express for 56 children with three time slots which was deemed better. Wendy Harrington will do a program on a junk journal (made from recycled materials) for adults. Story times are now Tuesday, Wednesday, and Thursday. The **Friends** have signed up for Amazon Smile. The writer's workshop will be December 27th. They will interview a writer to be the presenter soon.

Covid getting worse with the Omicron variant. The staff are still masking.

The HVAC system's cost (~\$120K) that we placed in our budget was nixed by the BOS, but they stated that they would approve the expense next August using ARPA funds. The project needs to begin next spring for a summer implementation. Richard will ask Mark S. to review the CSI specs. Linda will send a pdf of the specs to Mark S., building inspector. Can he recommend qualified contractors?

Annual Report as drafted by Barbara: Beverly suggested that the Thank Yous come last and the statistics are mentioned earlier. Barbara would like everyone to remember others to thank.

We did a roll call vote at 4:30 to discuss merit awards in a non-public session upon a motion by Beth, seconded by Linda and all agreed with ayes. Laura left the meeting at this time, but Barbara was allowed to attend until 4:50 to advise us on the staff's extraordinary efforts.

A motion was heard at 5:15 to return to public session by Linda, seconded by Amy and it passed with a roll call vote of ayes.

A motion to seal the non-public minutes was made by Amy, seconded by Beverly and all agreed.

A motion to adjourn was heard at 5:16 pm from Linda, seconded by Richard and all voted yea.

Beverly Mutrie
Secretary