

**Hampton Falls Library Trustees**  
**Final Meeting Minutes of February 24, 2022**

Present: Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, and Richard McDermott, Trustees. Also attending Laura Pouliot, Alternate Trustee and Barbara Tosiano, Director.

The meeting commenced at 3:01 pm. The draft **minutes** from January 27, 2022 were approved as amended (two typos) on a motion by Amy, seconded by Beth and all concurred.

**Treasurer's Report:** No formal report but Beverly asked if there are any concerns re the increase in utility bills. Beth responded that we pre-paid our oil at the school consortium's fixed price of \$2.04/gal. We have an alternative supplier for electricity at a fixed cost also. There is a future concern about electricity costs as they are only going to go up as fuel price increases.

**Director's Report:** Leah has asked the teens to bring in the "Pirate" Boxes to be filled with booty including books, snacks and gold coins. Pirates is the theme for summer reading. These boxes will be used on school vacations also.

The LED lights (ballasts) have been fixed by Parent Electric. We will owe them. The window shades for the children's wing are installed, are a particularly good match with the trim paint, and the treasurer will pay the remainder owed. The missing Hardie clapboard on the "chimney" was viewed by Valley painting. They will deliver an estimate to the Director.

Tomorrow the Library will be closed due to snow.

The African American Soldiers in the Revolutionary War was a well-done talk by Glenn Knoblock. We will purchase his book. There is an upcoming talk on Irish Women in History and Bonner Spring, the author, in advance of the 6-week writer's workshop. There will also be a Big Tree zoom talk.

Barbara reported that the staff, particularly Francesca, is working on purging the patron list and found 500 patrons that have not taken out a book in three years. Francesca will call some of the questionable ones. Barbara prefers that the purging is after 10 years.

The town attorney has signed off on the liability agreement for the patrons who take out snowshoes. Masks are not needed anymore, but the staff will continue to wear them to protect themselves.

The Friends will be at the Dover Casino in March. There will be no paper shredding event...too complicated.

**The HVAC project:** Karen Anderson, Town Administrator, has contacted Linda about getting another bid for the RFP. The town has taken the lead on this project. Mark S. has reviewed the other two bids and has said they both are apples to apples. He will also check for updated costs. Karen said that the grant for \$50K can't be used for HVAC but rather safety so the funds will be put toward a police cruiser, which will hopefully free up funds for the Library's HVAC project.

**Walkway:** Will contact Karen about timeline to do this. Steven Keach, the engineer, is working on getting the RFP specs done when weather allows. Beverly reported that the Tricentennial Committee would like to purchase a beech tree and plant it between the public safety building and the library's parking lot. They did not know that a new parking lot was designed for there. The Selectmen will have to decide.

Laura reported that she had contacted Keith Livingston, a wood wright, in Seabrook but has yet to go visit him due to scheduling. She wants a quote first for the whole puzzle table, secondly, a cost to use the study carrel/table that we already have. We all would like the same stained oak wood and dark green formica so it matches the existing furniture. It might be nice if it was on castors too.

Barbara Tosiano has informed us that she will retire around Labor Day. We are all devastated but will just have to carry on. She is documenting her procedures to make it easier for the new Director, hopefully with an overlap period. We should be thinking of putting out a posting on May 31. The Search Committee will be about the same as before, namely Linda, Amy, Barbara, and Lisa Hayes, if she would. Laura and Karen Anderson might also be good members. We reviewed the Director's Job Description. We felt that we could erase a few sentences under Vocational Preparation Skills. One change would be to not require an M.L.S as long as there was an "equivalent graduate degree or related experience". We also thought that a physically handicapped person could do the job provided they had the skills. We will review it more thoroughly next month.

Beth reported that Tina, our bookkeeper, is working on documenting her jobs i.e. preparing monthly, year end and auditor's reports. The Director has copies of the passwords and licenses. Tina works about 4 hours a month. Bookkeeping should be done on the Library's laptop in the Library. We should be prepared to find a replacement if the need arises at some point in the future.

Laura asked about cleaning up the grounds. She would like to hire a chipper to chip the slash pile and use the mulch in the back yard so the poison ivy and bittersweet don't start growing again. They will be sprayed this spring, so need to watch the timing. Laura would like to cut the sumac. We had no problem with that. Is there a service that would chip the pile for us?

A motion to adjourn was heard by Linda Coe, seconded by Beth at 4:40 pm. All agreed.

Beverly Mutrie,  
Secretary