

## Hampton Falls Free Library Trustees

### FINAL Meeting Minutes

September 26, 2024

Attending at 4:03 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, and Tom Shek. Also attending were Laura Pouliot, Alternate and Joanna Meighan, Director. Absent was Ed Beattie, Selectman's Representative.

A motion was heard from A. Magnarelli, seconded by T. Shek to approve the minutes from August 22 as amended. All voted in the affirmative. Unanticipated donations for August totaled \$62.99 which were accepted upon a motion by B. Mutrie, seconded by L. Coe and all agree.

Director's Report: Since the youth programs in early September were attended by only a handful of students, more advertisements and promotions by the staff will be forthcoming. The preliminary income for the book sale, bake and yard sale with the community tables was about \$1600. B. Forgione asked that the Friends or the Library order more Library book bags as a fund-raiser.

Strategic Plan Update: D. Wagner will come back to facilitate the next step planning as we were in favor of the 2 hour morning meeting, then lunch and followed by a 2 hour afternoon meeting for \$3400. B. Mutrie motioned to hire D. Wagner's company for the above time frame, seconded by L. Coe and all agreed. Probable dates were October 7<sup>th</sup> or 14<sup>th</sup>. The Director will ask the proposed 5 Trustees, 5 Staff and 5 Friends for their preferences.

A motion was heard to do the fall landscape cleanup with pruning and transplanting of shrubs as estimated by B. Forgione, seconded by A. Magnarelli and all agreed for the approximate cost of \$6500.

The Board and staff will help the Director scan, sort and pack the leftover books to send to a bookseller.

Treasurer's Report: B. Forgione will ask the Bookkeeper for the Town about payroll numbers as they seem inaccurate. Mr. Lariviere did all the work on the window trim as requested and has been paid. The Treasurer and Director expect materials, summer reading and snack costs to increase along with health benefits. The Director requests new desktops/laptops for the staff with 5 licenses for Microsoft Office. The Board should be obtaining a quote for painting the building, and act on fixing the fire alarm panel and the ADA doors as projects for the coming year. The Director would also like to have staff emails hosted by a new entity. Zoho could host staff emails for \$12pp/yr. Also mentioned was GoDaddy for 3 years for \$287. The Director will ask the Town about the provider for their website/ hosting. Our next year's budget might increase from payroll or merit increases.

Current Budget: The Treasurer projects that we may have enough money left for lime and fertilizer, and fuel to be encumbered for 2025.

L. Coe reported that she took out a treasury bill that would be coming due October 3 for 50K with another due in June. L. Coe can ask the other members of the Investment Committee of B. Mutrie and T. Shek for input on deciding the next purchase which might be a 4.25% CD for at least 6 months from either Vanguard or M&T bank. The Committee could meet next week.

Fixing our furniture for ease of movement by adding casters might be the cheapest solution to the problem of making seating space for a program. The Director would also like more coverage by a new staff member for 12-15 hours so there would be 3 people on staff at the busiest times. The Board will discuss this and the furniture during the Strategic Planning process.

A motion to adjourn was heard from L. Coe, seconded by A. Magnarelli and all approved at 5:39 pm.

Respectfully submitted, Beverly Mutrie, Secretary