

HFFL Trustees
Zoom Meeting Draft Minutes 3/25/21

Attending; Linda Coe, Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Amy Magnarelli, Vice Chair, Richard McDermott, Trustee, Barbara Tosiano, Director. Marissa Rogers guest. Laura Pouliot, Alternate and Ed Beattie, Selectmen's Representative, absent. Newly Elected Trustee, Linda has been sworn in. Meeting begun at 4:03 pm.

Reorganization of the Board: Richard motioned to keep same slate, 2nd by Beth. All in favor.

Minutes of last month. Date should be Feb. 25th. Amy motions to accept as amended. 2nd Richard. All Ayes. Beverly abstains.

Donations: \$142.24 mostly book sales. Linda motions to accept \$142.24. Amy seconds. All in favor.

Treasurer Report: None, but will have one next month. We will most probably do some long-term planning.

Director's Report: Continuing book bags to go as they are good for staying in contact with patrons. Newsletter going out tomorrow. "Why love library" newsletter article. St. Patrick program had 42 attendees; Paul Revere: 37 people signed up. Extra program by Erin on May 8th on Container Gardening. Bring own pot with plants donated by Rolling Green. 30 people max. Tables will be outside; may shift to fire station if rainy. Miss Leah putting out crafts e.g. paper Easter egg with chick inside. Maybe have just a children's book sale in August. Maybe open windows and doors. 25 people inside at once if still COVID restrictions. Books in boxes...Marissa volunteered to help move them outside. Hard to find anyone to take leftover books. Outdoor story time in May, if outdoor irrigation, fertilizing, mowing done. Beth will need to know dates to coordinate. Marissa suggests story hour at bandstand on Common.

Friends Library: renewing museum passes for outdoor ones such as, Bedrock Gardens, Wright Museum, State Parks and the Fells. Holding off on indoor museums.

COVID status: Expecting to be more fully open to public starting May or June depending on percentage people vaccinated. Still need to quarantine for 14 days if positive.

HVAC: Two service providers with varying opinion re condensers. Both say no urgency. One verified coils not hooked up. [Problem is the baseboard does not produce enough heat to be primary heat source.] Palmer and Sicard say need Mechanical Engineer to be send out. Is heat coil connected? Wentworth said not connected in his letter. Are heating coils in attic air handler key to heating building efficiently? Heating Coil disabled by ProTech? Assume it might have been used for heat to foyer.

Measure air flow re ventilation output. Prefer to be up to code and keep patrons safe. Complete reno of AC system may be in the future. Estimate on maintenance: Dowling was \$1200; Seimens was \$3000. Agree to hire Mech Engineer first from Palmer Sicard. Should be something on original plan re heat calcs. Need a few people to come for Q&A. Hire Dowling for heating and AC maintenance \$1200 a year? No surcharges for emergencies. Amy motions to hire Dowling for yearly maintenance. Beth seconds. All in favor.

Social Media Policy: Table until after NH LTA in May which will have session on that. Talk about it in June.

Outdoor Maintenance: Tree work done by CT Tree. Now much more sun. Still need to clean out bittersweet. Laura will go back into battle with weeds and sumac on granite hill. Notice lawn is lacking grass. Hope irrigation will help. Epping Well will finish heads and bury pipes for irrigation. Beth will contact them as to date return to finish. Mainly Grass fertilizing etc scheduled around summer reading's outside dates. Sow grass in the fall if needed.

Marissa: re donated sprinkler system. Mention that in Library newsletter. Helpful to have notice on door to say it's a donation. People have asked and think it's town budget expense.

Sprinkler heads should be aimed so not to hit building due to rust residue on siding. Cleaning product? Marissa will find out.

Plant annuals mid- May... Consult Erin for recommendation. Maybe there will be left over plants from program on May 8th.

Trustees to Sign Code of Ethics policy and Bylaws—Each come in to Library and sign. Barbara will add most recent review date. Should add to agenda in April to review both.

Staff Recognition National Library Week Apr 4-10th? Visa gift card works the best. Send donations to Amy Magnarelli.

Cultural Programs from Frying Pan Fund bequest: \$5000. Ed Beattie of the BOS was given suggestions. Three things funded: Tai Chi. 8 weeks intro on Wed. mornings through the summer. Hoopla as database but pay per use...like overdrive with movies and comics. Stream or download. Hoopla capped at 3 uses per month per library card. Barbara will be trying to get author Sy Montgomery from Peterboro, who has written books on animals. Deborah Regan will be asked re obtaining her as a speaker. Maybe she only wants bigger venues. Would probably do outside with lawn chair. Maybe at bandstand due to speaker system?

Future Items for Discussion:

Briefly discussed Bookkeeper Agreement of Understanding: not a contract. However, how the treasurer, director and bookkeeper will work together is spelled out with due dates and expected deadlines. Is this too much detail for being an independent contractor vs employee? Put on agenda next month.

Will do merit determination in April. Linda submitted pay increases which are retroactive from Jan 1st.

Policies: Credit card and Selection policies are due. Credit Card Policy to be done next month.

Linda and Barbara will make a calendar for when to review policies.

See above: Review Code of Ethics Policy and Bylaws.

Virtual training all day for municipal officials. Anyone want to go? If you register, will send agenda. Get agenda first before signing up? Linda will find out if valuable information.

Linda makes a motion to adjourn. Richard seconded at 5:15 pm.

Next meeting **April 22nd** at 4 pm.