

## Hampton Falls Free Library Trustees

Meeting Minutes

FINAL

April 18, 2024

The meeting was called to order at 4:10 pm by Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary with Alternates, Laura Pouliot and Tom Shek (voting). Also attending was the Director, Joanna Meighan. Richard McDermott, Trustee and Ed Beattie, Selectman were absent.

The minutes from March were approved as amended with a motion by B. Forgione, seconded by L. Coe and all agreed. B. Mutrie will put the minutes on google drive and send a copy by email to all.

**The Strategic Plan:** The Board would like to advertise the need to get the Friends of the Library and possibly the Friends of Hampton Falls on Facebook to reach residents that are not using the Library. The Friends will be sending a flyer to LAS to inform parents.

Unanticipated donations of \$321, \$300 of which was to replace books lost in Erin Sniderman's house fire. A motion to accept \$321 was made by L. Coe, seconded by T. Shek and all agreed.

**Director's Report:** There was a recent incident of water in the attic through the south vent window. T. Shek may have found a solution of an upside-down cellar window translucent cover. He will be looking for a smaller sized one. The Library also has had an infestation of flying ants. Are these carpenter ants or termites? B. Forgione suggested Boric Acid, sugar solution on a cotton ball. We could spray also with an eco-friendly insecticide. We have not had the building's perimeter sprayed since it was built.

**Friends of the Library:** L. Pouliot attended the meeting. The Staff are asking that the Friends assist with soliciting Summer Reading program prizes. Leah has already sent letters requesting prizes to many businesses who have donated in the past.

There will be no gaming income this year due to policy changes at the state level. They are discussing their Mission statement. There was a discussion about a variety of book club styles to consider, including a silent reading book club and a book club for dementia elders.

**Continuing Business:** The Board needs to finish the Personnel Policy which is on Google Drive. A. Magnarelli will put in her directions for previous part-time employees that move to full time and how to adjust vacation pay. Others should review the policy and add their edits.

Once that is done, we expect to have a special meeting to discuss the edits and discuss the vacation policy which will be based on 52 weeks similar to the Town.

The Board decided that the staff could take Juneteenth as a holiday as it is a Town holiday this year.

**Behavior Policy:** The new format and additions by L. Pouliot were reviewed, thought very well done and acceptable. A motion to accept was made by L. Coe, seconded by B. Forgione and all agreed.

**Five-year Building Maintenance Plan:** A. Magnarelli presented the plan and the Board reviewed it. Besides the repair of the attic vent, there were some items that were more annual maintenance rather than capital or long-range expenses so they were removed to an annual list. The propane connections

and the alarm system should be tested yearly. The insulation in the side stair wall and over the furnace room will be replaced this year. L. Coe will be getting the tape for the vapor barrier. The parking area repairs should be part of the Town's budget. B. Forgione has volunteered to repair the cracks in the plaster over the large doorway to the adult section but we will need ladders for both inside and out. Can we get a donation for both? \$4000 in landscaping funds will be needed for maintenance of the current garden and moving the misplaced shrubs. The building is seriously in need of a wash to remove algae. T. Shek and B. Forgione and others who can will spray the building with cleaner and then paint the skirt board after it dries out. Tentative workday is Tuesday, the 23<sup>rd</sup> at 9. The propane tanks need refilling. J. Meighan will check with the Town's supplier.

The Board reviewed the Bedbug Policy and it was deemed acceptable. L. Coe motioned to accept it with A. Magnarelli seconding and all concurred.

National Library Week has slipped by. The Board will provide lunch for the staff before their next staff meeting.

The NHLTA Conference will be June 5. L. Coe and T. Shek plan on attending. The Library Staff will do the webinar on Foresight Planning.

The staff reviews are not finished yet as the Director is awaiting the final form from A. Magnarelli. The Staff was notified of their pay increases as determined by the Board that will be effective April 1.

The meeting adjourned at 5:34 upon a motion by L. Coe, seconded by B. Mutrie and all agreed.

B. Mutrie, Secretary