

## Hampton Falls Free Library Final Meeting Minutes 4/22/21

Attending by Zoom at 4 pm: Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Laura Pouliot, Alternate, Barbara Tosiano, Director. Guest, Marissa Rogers.

Absent: Richard McDermott, Trustee and Ed. Beattie, Selectman's Representative (non-voting). Laura is voting in place of Richard. Linda called us to order at 4:04pm

**Minutes** of March 25 and April 8. Motion by Linda to approve both, Amy seconds. All in favor.

Acceptance of donations and unanticipated funds: \$ 517.00 in total. \$500 from Hampton Rotary for Summer Reading and \$17 in book sales. Linda makes that motion to accept; Beverly seconds. All in favor.

**Treas. Report:** Beth mentioned that she had cashed out matured C.D. She took out another at Provident for \$50K. \$3094.96 in interest received from Peoples and put into donations. Have \$50K in savings account in Citizens that needs investing. More to invest at Vanguard? Vanguard more accessible. CD has lower risk. Beverly questioned two-line items on treasurer's report: 100% paid on benefits: UC and WC. Beth explained that those were benefits for 2020 salaries that were billed this year and fully paid. Another question, how both encumbered funds are on a separate line item below the normal line item and the attributable expense is not deducted from the encumbered funds line item. The 2020 encumbered funds are not 2021. Doesn't this matter? Beth will revisit the formatting of the line items. Linda Coe motions to accept, Amy seconds. All in favor.

**Director's Report:** Barbara leaving town for a week, leave Apr 30 and will be back May 7<sup>th</sup>. Her duties will be covered by staff. Francesca picking up notices from town. Sy Montgomery will be coming to the LAS Café in person with 75 people maximum in attendance. \$5000 cost.

Circulation still up. Book bags numbers good. Apr 16<sup>th</sup> training with Hoopla. Go live on May 17. Expect audio, comic, music, e books, etc. Money per use gets deducted from. \$1000 deposited. Access through Library home page. Patrons need library card in good standing.

Barbara will attend a district 1 Libraries on 21<sup>st</sup> by zoom. Infrastructure building might have money for construction, renovation and HVAC remediation if new federal law gets passed. Will keep tabs on it.

AMPM will do rug cleaning on Memorial Day. Friday 28<sup>th</sup> to move furniture in AM -need help. 51 people for Paul Revere. Erin has 30 spots. 13 spots left for container planting activity. Sea Shanties program will zoom on 13<sup>th</sup>.

Outdoor story times in May: Leah received state Library grant \$400. She will be doing activity/educational boxes for tweens as part of Summer Reading.

**Friends** have project...two little free libraries...small houses that will be made from a kit. Laura asked status of Scarecrow project. Friends decided that that was a lot more work. Parks and Rec might do it. Friends will put Little Library on Gov Weare Park. Another on Library Grounds near parking lot. Take photos for Instagram account. Marissa suggests contact a local writer that could add a new book before its release.

**Quarantining of books:** The Institute of Libraries- Batelle Labs has done testing that shows the virus can live 3-6 days on books. It's difficult for patron to keep track of how many books they have out and those wanting to take out popular new books under quarantine. We are only still open to public 3 days a week. Solution? Taxpayers feel not getting full value and would like us to be open more.

COVID...still scary. Town website -Town Hall now opened. Laura understands taxpayers' point of view.

Quarantining not proven by research. We really need to have a good reason to not open 5 days soon.

Barbara mentioned that staff are signing up for vaccinations. By the end of May, all will be vaccinated and have the two weeks grace period. After Memorial Day, might open to public from 10-2, five days a week. What are other libraries doing? Seabrook has been open the whole time. Decide this at the May meeting.

**Public Comment:** Marissa pointed out that the reason given why open every other day is rest period for contact with germs, which contradicts the 3-day book quarantine. We agree that the less contact staff has with returned materials the better.

**HVAC:** reached out to Alan...son of designer at Design Day Mechanicals. Cost is appropriate. Will size equipment to go forward. \$8995 bid for CSI engineering. Bev, Linda 2<sup>nd</sup>. All in favor. Laura abstains. Interest income from 3 CDs will pay for it after maintenance line item in the budget is depleted.

**Outdoor Maintenance:** Beth and Linda suggested workday for weeding, dividing perennials and planting new plants. Do on first week of May 3<sup>rd</sup>—7<sup>th</sup>. Check for best weather day. Possibly Thurs or Friday.

**Review Bylaws and Code of Ethics:** These haven't changed for long time. Beth concerned re By-Laws. One section (4 item b) says money from Trustees of Trust Funds "shall" be spent. RSAs state no definite time so therefore implication for money to be spent right away? Check the grammar on that paragraph. Will do research on NHLTA website. Will be discussed in May at NHLTA meeting. Beth will attend. NHLTA platform (WHOVA) will only support Chrome/Fire Fox browsers.

**Bookkeeper Agreement:** Looked it over. Comprehensive. No liability clauses. We approve agreement and ask bookkeeper to review and agree. A motion for approval from Linda Coe, seconded by Laura, was heard and all agree.

**Future Action Items:**

- Will do Credit Card Policy next month.
- Next two CD matures end of May for \$50,000 each. Board will have to decide what to do with funds at the next meeting. Everyone. please research banks for rates and restrictions. Maybe combination of Vanguard and CDs depending on need for funds sooner or later.
- Estate of Maureen Stard, a lifelong resident, who passed in January. Left money from her estate to visiting nurses and other non-profits and us.
- Open 5 days a week?
- By-Law wording review.

**Public Comment:** Marissa states that thank you to Epping Well sign is good. Ask Henry do photo op? Should we put up plaque? May not be able to have plaque thanking business for discrimination reasons as the HFHS did the same and the Town objected. Should ask BOS/Lori.

Marissa exits meeting.

A motion to go into non-public session for Employee Merit awards was made by Linda Coe, seconded by Amy at 5:34 pm. All voted in the affirmative by roll call.

A motion was heard to come out of Non-public session at 5:47 by Linda Coe, Beth, 2nds and roll call votes were heard in the affirmative.

A motion to seal non-public minutes was made by Amy, Linda seconds, all vote in favor.

Beth moves to adjourn, Amy seconds it. All agree at 5:50 pm

Respectfully submitted,  
Beverly Mutrie, Secretary