

**Hampton Falls Free Library**  
**Final Meeting Minutes- April 23, 2020**

Present: Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, Trustee and Laura Pouliot, alternate. Also attending are Barbara Tosiano, Library Director. Zoom meeting called to order at: 3.31

Ed Beattie, Selectmen's Representative did not attend. Marissa Rogers came as a guest a bit later.

Alternate Voting: No. Will check if needs reappointment. Amy has letter dated Jan 15, 2019 re this.

**April 3 Minutes:** one correction to date: "May7" instead of "April 7" in third paragraph. A motion to accept as amended was given by R. McDermott, 2<sup>nd</sup> L. Coe. All in agreement.

Also, a motion to accept **March 18 minutes** with correction/addition "B. Mutrie as Secretary" by B. Forgione, seconded by B. Mutrie. All voted in favor. Linda will correct and send out.

**Unanticipated Income:** \$30. We returned Humanities grant of \$200. B. Mutrie motions to accept \$30, L Coe seconds, all voted in favor.

**Treasurer's Report:**

Why is Line Item 390 (Professional Services) higher than rest (54%)? Tina is paid under Line item 390. Checks are written to her personally using her SS number, not business' TIN. B. Forgione will check with Tina for TIN. L. Pouliot will do more research.

**Director's Report:**

March stats have two weeks of data. Could add Zoom or virtual meetings to stats. No recommendation of what to do from State, as Governor being vague. For reference see Idaho document. Will send docs to Marissa. Phased re-opening is probably in the future and we will need to discuss ahead of time. Barbara has put newspapers and magazines on hiatus. Checking books in weekly. Ordered books held at warehouses.

Earth Day information great! New Patrons are 19 for year to date. Overdrive stats are just for month March.

Marissa: interested in more children's and young adult books to read! Curb side pickup?

**Repairs: Roof:** Richard called and waited for Les, then left message. Lawyer to write letter? Would like to get to personally connect first. Primex has leverage and has already sent letter.

Performance Roofing, Berwick Maine. Open as of April 4<sup>th</sup>. 207 430 -3868

**Door:** Inner main door lock system permanently broken: Locking mechanism with panic release integral to door. Repaired for 5 years now. \$ 10K approximate cost since are commercial doors: Estimates are old. Would Bob Moran bid job? L. Pouliot will work with Barbara, who will get estimate from Portland Glass. Update quotes and find at least three estimates.

**Front exterior doors:** Hi priority to repair if breaks. Exterior and interior doors are same. Fix exterior as soon as breaks. Get bids and be prepared as will take a few weeks to get door ordered and installed. Need to decide which company to use based on best bid.

**Parking Lot/Walkway Meeting with BOS Agenda for May 6<sup>th</sup>:**

Beth predicts town is not going to pay any money for public safety and walkway. We have to resolve that we will pay for everything. Library will pay for walkway, but would like the BOS to handle RFP and use their expertise. Would like to make it a joint project with B. Forgione motioning, "Library will pay for all expenses for walkway up to 25K". Amy seconds. If there are higher costs, will revisit and discuss further. We prefer to work with town as a team, with Library having final approval over costs and actions by town.

Library will prepare document after meeting with BOS that defines what each will do so we are in agreement. Beth will start drafting joint agreement. Vote: All agree. Beverly and Beth will attend BOS. Richard will forward plan info to Ed Beattie, Mark Lane, Lou and Lori along with letter from engineer about RFP. We will review draft of proposal at May meeting. R. McDermott will ask Dick Robinson if wants to quote? or Rick Wickson or perhaps Syvinski.

**Garden Maintenance:** need major work—Looking for garden watering person. Ordered a soil test to be done on lawn by fertilizer vendor, Mainely Grass. Beth paid \$35. They will give cost estimates and recommendation.

**Perennials...**Linda tried digging tiger daylilies. Hard to do. B. Mutrie has backhoe if necessary. Ask people if want tiger lilies. Marissa will put on town website with picture. Barbara will put up a sign with arrow. B. Mutrie will laminate. Have started weeding. Daylilies by door to library and along front need to be separated.

**Granite Sign Staining** on polished side of granite sign and also has black dots...lichen? Green lichen came off. B. Mutrie will ask Tracy Beattie and Jon Bohm, Cemetery Trustees. Black dots on polished side are concerning. Do not scrub hard.

**Sumac:** R. McDermott to contact Jim, dump attendant, to ask about cutting down Sumac on town land if approval of town given. Town is not going to help with use of County prisoners.

**National Library Week Staff Appreciation:** Amy usually buys \$25 gift cards for everyone. Now will have to mail them. Thank you to Amy, Beth and Linda for donating money so staff will get \$100 each. Linda will write thank you note from the Trustees.

**Long Range Goals:** Correct chart to 21 Years for AC. Lo for Carpet. Cheaper if done all at once. Marissa volunteers to move furniture. Better to reopen clean. Barbara and Marissa will coordinate moving furniture. We agree to keep schedule and do Memorial weekend.

**Electrical:** Telephone modem had to be replaced at no charge. Router needs to be replaced for cost less than \$100. Beverly suggests that portico ceiling lights need attention and also bollards. Probably medium to low priority.

**Condensers:** CIP will stress to one at a time. We have 16+K in expendable trust plus \$19K. When one fails do them all. Can't do new model AC compressors as cost prohibitive. Try to set money aside every year.

**Pandemic Policy:** It may reoccur in fall. On our existing Closure Policy, we mention closing for town or state declared emergency. Beth opines that emergencies are usually unique and therefore better to have general policy. A motion by Amy to amend our Closure policy by changing two words, "or" and "resolution" instead of repair in third paragraph, 2<sup>nd</sup> by Beth. Ayes heard by all. We will try to remain fluid, use State guidelines and have at later meeting to determine specifics on a long closure or phased opening. Laura left at 5:22 pm

**Vacation Hours Calculated:** For purposes of calculating vacation, the month a staff person is hired is counted as their vacation anniversary month. Amy will revamp the policy to include that statement. B. Forgione makes the motion to approve the change. Linda seconds. All in favor.

**Storage of Personnel files:** All personnel files should be put in locked cabinet in attic. Director might hold a key along with Chair of Trustees. A. Magnarelli will send Chair electronic copies of current Director's personnel files. Previous director's personnel files should be printed out and put in locked file cabinet in attic. We will research length of time to hold retired staffs' personnel documents.

**Cost Saving Measures:** Testing database cancelled. Electronic meeting tool not used. Electric bill \$100 less than last month due to reduced usage of lights and unplugged refrigerator. Office supplies will have reduced usage so should be able to delay replenishment. Program money expense--- none spent as yet. Heat kept at 65 degrees. Housekeeping reduced to 1x month to wipe down bathrooms and counters, door handles, etc.

**Summer Reading Program:** We have no idea if or when it will return to normal. May be on a virtual platform. Can we do an outside program? Two scheduled for fire station in July. Perhaps can use the Common as it has audio. B. Forgione and Barbara should be in touch with Parks and Rec to decide if could use the gazebo. Barbara will Invest in a business Zoom account for an online cooking demo, book discussions. and humanities lectures? Be careful with Zoom meetings if telephone number not recognized **and don't publish on social platforms.** Books online order...Marissa asked about getting more books. According to guidance from state we are not a necessary business, so will have to wait. A lot of books on laptop on Overdrive or for use by Kindle. Marissa left.

**Non Public:** B. Forgione makes a motion to go into non-public session to discuss merit awards. All agree by roll-call at 5:53 pm. Back in public session by roll call vote at 6:02 pm. A motion to seal the minutes was heard from L. Coe...A. Magnarelli seconds. All in favor.

Motion to adjourn at 6:04 pm by R. McDermott and L. Coe seconds. All in favor.

**Next meeting May 28<sup>th</sup> at 4 pm.** State Library Trustees holding virtual meeting Apr. 24 and 28<sup>th</sup>. Beth, Barbara and Beverly will attend. Linda will try to join.