

## Hampton Falls Free Library Trustee Meeting, April 3 at 3:07 pm

## Final Minutes

Present: Linda Coe, Chair, Beth Forgione, Treasurer, Richard McDermott, Amy Magnarelli, Beverly Mutrie, Laura Pouliot (Alternate?), trustees and Barbara Tosiano, Director, attending electronically by Zoom courtesy of Linda. Alternate is not voting. Absent: Ed Beattie, Selectmen's Rep.

Beverly volunteers to be Secretary for this meeting. Will look at last month's minutes on April 23<sup>rd</sup>.

### Director's Report:

We are now closed to public until May 7. Governor's orders are to stay at home until May 4. Not too optimistic that government reopens then. We will revisit at our meeting on April 23<sup>rd</sup>. We will follow state guidance from NHLTA which is following Governor/State of NH's rulings.

Employees are learning how to work from home on social media. Leah's story time on Instagram had about 50-60 hits. Good PR for library plus it keeps staff engaged. They are doing no book orders but working from home to do Website, Facebook, Instagram, etc. See Barbara's attached spreadsheet.

Barbara going in most every day-checking building and getting mail. Francesca is in once a week to do book check-ins and cleaning. She's being working on procedure manual at home. Did have a Zoom staff meeting. Barbara made up two blizzard bags for Leah. Johanna doing Instagram and Facebook.

### Employee Compensation:

A majority of the Board would like to see everyone get paid due to working from home so employees can get regular income. There are complications if you furlough people as you might not get them back, paperwork issue, plus demoralizing for staff.

Just for an alternative, we discussed the payroll funds being paid as an unfair burden to our taxpayers. Should it be left to the staff to decide whether to be furloughed to collect unemployment or not? Everyone felt that the government payments for unemployment will be in the distant future.

A motion to have everyone paid their regular pay based on normal working schedule until May 4<sup>th</sup> was made by Beverly, seconded by Amy. Unanimous.

### Director's Vacation Time Question:

Amy tried to figure vacation time for Barbara and found that the Personnel Policy was confusing. The determination of the vacation period start time and prorated calculations are unclear as well as the intent to have vacation time be prorated after the first year or not?

Beverly suggests we should revisit policy and make changes so our intent is clear before end of year. Amy will send out Personnel Policy documents regarding the vacation policy before next meeting. She will give us both part-time and full-time and some examples. We will put on the agenda for the April 23<sup>rd</sup> meeting to clarify the policy's numbers while not mentioning job holder's names.

### Relocate Personnel Files: Where?

Staff personnel files are in Director's locked desk drawer. Amy has Director's personnel documents electronically but we should have paper backups. Barbara keeps her copy of her personnel file. There is probably room in the lockable lateral file where Treasurer's records are kept. There would be no access there except for Director and Treasurer. Conjecture that only Director and Chair should have access to personnel files. The Trustees have a vertical file in the attic.

Barbara or Beth will let us know what's there, how full and if lockable before the next meeting. Beth will also go into attic before the next meeting to arrange/move bookkeeping files that are in plastic tub and check out the vertical file situation.

What does our policy say about staff personnel files, who keeps them, who can see them, etc.? We will revisit that policy at the next meeting also.

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**Classification of Bookkeeper:**

Our bookkeeper is paid as a contractor currently. She does have a bookkeeping business that is licensed by the state. She is required to work at the Library only when printing checks. Invoices go from Barbara to Treasurer to Bookkeeper and back again. Barbara keeps paper copies of the invoices, however. Bookkeeper is paid hourly as time varies month to month.

Laura prefers that we have a 'contract' that outlines terms of service and expectations. We currently have nothing in writing, not even a job description. We should have a general memo of understanding or agreement re bookkeeper that is mutually acceptable so no future misunderstandings. This document may be used for a successor bookkeeper also. Beth will come up with something in conjunction with our current bookkeeper. Free examples of a "contract" provided online. Laura will send Beth a link.

**Back-up Bookkeeper:**

Beth suggests asking the staff if anyone is interested in more hours and if they have the knowledge or talent in math to perhaps become a back-up to current bookkeeper. Employee will get paid employee's hourly rate. Best if person is a town resident. CPA? Not necessary, just a good head for numbers, detail oriented with a good memory and knows or can learn Quicken easily. Is there a conflict of interest? As long as the bookkeeper doesn't do payroll, should be none. Hours are (at Library?) once a month for 3 hours, plus 10-12 hours for year-end reports. Ask Library Trustee Association or other Libraries? Ask Friends? Story-time parents? Prefer a local person. Help wanted ad on town bulletin boards? Ask someone we know first. Three people now oversee check writing & invoice paying: Director, Treasurer and Bookkeeper.

**Landscaping:**

Laura reported that she asked Lori about having the County prisoners work on our landscaping. Lori said town has contact for groundskeeping and has no interest in hiring prisoners. We would like to remove orange day lilies and weeds on the far side (long) side at edge of parking lot, parallel to building. Linda offered to help Ainsley dig out. Richard mentions Rolling Green landscaping service.

**Pandemic Policy:** - Do we wish for one? Jaffrey already has one to share. Will be on agenda for next meeting.

**Walkway:**

Selectmen. Richard to contact Lou about when next BOS meeting would be. Beth to talk to Lou about who does RFP and specs for walkway payment to Keach Engineering. We need to be on the agenda for the next BOS meeting, but who knows when that will be.

Beth motions at 4:07 to adjourn the meeting, with Linda seconding. All voted in favor. Invite for a Zoom meeting will be sent to Ed Beattie again for the next meeting.

**Next meeting April 23<sup>rd</sup> at 3:30 pm** – probably by Zoom

Attachment of Staff work from home accomplishments for reference

### Instagram Posts by staff:

3/19	Storytime by Author: Angela DiTerlizzi reading: New Book: "The Magical Yet"
3/21	Covid Resource list
3/22	Storytime by Author: Brian Biggs reading: "Bike and Trike"
3/23	Storytime by Author: Mac Barnett Chapter Books after Dark series
	Storytime by Author: Anna Kang reading: "You are not small"
3/28	Earth Hour 2020 Announcement
3/31	Woman's history Recap of children's collection
	Miss Leah Story Time: "Strega Nona"
4/1	Libby Tip: magazines available through Overdrive
	1K books before kindergarten: Aurora finished
	US Census notice
	Miss Leah Story Time: "Moostache"
4/2	Spring flowers at the library
	Libby: Harry Potter available unlimited licenses
	Bear Hunt Announcement
4/3	Author Birthday: Washington Irving

### Facebook Posts:

3/19	Article: Virtual story time link: coolprogeny.com
	How to set up over drive tutorial. Help.overdrive.com
3/20	Keep busy links from the Rogers Memorial Library
	Article: Podcast/ Historic Pandemic article: Curtesy of Historic New England
	Article: Historic Infectious disease article: Curtesy of Historic New England
	Link to Jordan Tirrell-Wisocki music, live and archived
3/21	List of Covid-19 Resources
3/22	Article: BBC List of Binge Worthy Movies
3/23	Volunteer Virtually: Historic New England:
	Web link: WWF: link to resources and activities for kids
	Article: Top 30 Book review podcasts you must follow in 2020
	Tumble Books Announcement
3/24	Overdrive: New Ebook link
	Overdrive: New Audio Books Link
3/27	Article: 45 places you can download books, plays and other literary texts for free
	Article: 10 books teachers think their students should read (Middle-High School)
3/31	Women's history profile of our children's collection
	Overdrive: new Ebook purchases
	Article: Tomie dePaola death announcement and life celebration
4/1	Web link: Astronauts read picture books and other space station cool stuff
	Today's Tip: Use Overdrive to download magazines
	1000 Books before Kindergarten: Aurora finishes
4/2	Library Sign Announcement: how we plan to engage with public
	Spring Flowers at the library
	Overdrive: Harry Potter Unlimited Access
	Article: BBC World Wide Bear Hunt and Announcement that we are participating
4/3	Author Birthday: Washington Irving