

**Hampton Falls Library Trustees**  
**Final Meeting Minutes 5.28.20**

Meeting by Zoom incepted at 4:01 pm

Present: Linda Coe, Chair, Beverly Mutrie, Sect'y, Beth Forgione, Treas., Amy Magnarelli, Vice Chair, Richard McDermott, trustee, Laura Pouliot, Alternate. Also Attending, Barbara Tosiano, Director. Ed Beattie, BOS, absent. May 7<sup>th</sup> minutes approved as amended by Beth, seconded by Linda. Amy abstains. All others in favor. April 23<sup>rd</sup> minutes to be resent. Will review at next meeting along with May 4<sup>th</sup> minutes. Beverly suggests sending all pertinent minutes along with agenda. Secretary will resend minutes April 23<sup>rd</sup> and May 4<sup>th</sup> along with today's minutes. Motion to accept unanticipated donations of \$165.72 by Linda, 2<sup>nd</sup> by Amy, all in favor.

**Director's Report:** Circulation numbers abysmal. Mostly ebooks. She is going to lots of video meetings and taking advantage of training for staff.

Barbara has contacted Granite State Glass, (estimate about \$7K), Portland Glass and Bob Moran, suppliers. They will be giving estimates for the double exterior front doors with panic bar locking mechanism. Comcast replaced modem and router that were from 2009. Alarms tested by RB Allen. The backup batteries were replaced. Rugs were cleaned and furniture moved back.

**Grant:** Erin is grant writer. She applied to Nat'l Endowment for the Humanities re Impact of Covid19 on HF such as school, parents, businesses, and victims. The HFHS should be interested in this too. Decision to be in an early June. Each staff person working one day a week, so only that one plus Barbara are in the building at same time. Curbside pickup now at 44 bags but it took a while to get started. Barb has made calls to inform more people. She is getting new titles considered and taken out. Barbara does oral book-report like "10 Books in 10 Minutes" on the web.

**Summer Reading** program as of yesterday had its 2 yr contract approved. It will be online and free with book lists and activities. Training will occur for Leah so will be ready to go by next week. Prizes will be modest gift cards. Friends to underwrite. Probably will do end of summer party in July or Aug. Drive by ice cream/snow cones?

**Roof:** Richard spoke to Les...another week or two until Covid safer as have to go inside. Will update us next week.

**Treasurer report** not until July. Money not going out like it has before. Now can accept deliveries now books. Newspapers on hold. Ok to keep magazines.

**Warrant Article:** Beth had meeting with BOS May 6<sup>th</sup>...They will work with us on the walkway RFP on our behalf. She and Ed Beattie will get together to discuss memorandum of understanding. She has not met with him yet but will talk with him on Sat.

Beth propose motion we approve \$2500 to pay Keach-Nordstrum Engineering for preparation of RFP and final construction specs/drawings. Amy seconded. Beverly asked where money is coming from. Beth responded the \$25K walkway warrant article which actually is our donation money and it's in a Citizen's account and readily accessible. Beverly to contact Steve Keach and copy email to Beth re invoicing. All voted in favor.

**Bookkeeper:** Need a job description? Laura looked up Job Description and sent to Beth. Beth proposes to do a memorandum of understanding. We are using a personal SS# for the 1099. It should be a TIN if she runs a business. Beth has not asked Tina for her TIN. Why a memorandum of understanding instead of a contract at will? Contract does not need to have a specific drop-dead date. It could be open ended or until job finished. Beth will review job description and come up with a draft memo/contract for discussion next month.

**Action Items:** Garden Maintenance: Soil test performed by Mainly Grass and their recommendations for fertilizing and liming will cost about \$900+. The lawn needs lime and potassium. We still have bare patches. Amy can join watering rotation. Beth asks that each send her their preferred day of week to water. Barbara can do on a weekday. Amy prefers not Wed. How much do we need to save money given the reduced income from donations or book sale? Beth suggests hold off on liming. Richard states that presentation is everything—first impressions count. Beth agrees that it behooves us to make some effort with the grounds. There is enough money in the budget for landscaping. Linda proposes to spend the ~\$900, Richard 2nds. All in favor. Beth will come back next month with

proposed schedule after talking with Mainely Grass re liming now or in fall. Same with adding fertilizer as we want grass to grow asap.

**New Business:** Curbside pickup going well. Reopen after June 1<sup>st</sup>? Wakeda people use computer? Maybe computer use by appointment one at a time. Signup time schedule. Long term Wakeda people here already.

**When are we opening?** Is there any demand for computer or copier? No complaints as yet. Decision that until demand exists, we do nothing and go slowly. Read the 38- page document which mostly states resources available. Maybe we should be proactive and figure out how to install a sneeze guard ahead of need. Cleaning service should be contacted to find out cost and possibility of cleaning at least restrooms more often. Now they are coming every other week. If and when open building could keep one bathroom for staff and other locked unless patron requests its use. Then it would be sprayed with Lysol or other solution.

When Town Hall opening or school opening? Maybe Library will be closed till fall. Need prep time. How do we prepare for changes in post pandemic world? Probably more people do things online. May change subscriptions. No need for walkway? Hope we'll have programs. Staff will be meeting this week. Now minimizing exposure to each other. More progress in vaccinations and re getting sick. Address public concern that we're open and we're trying our best.

Cleaning service still coming 2x month. Ask her prices and availability for more time. Electric bill this month is \$200 less at \$260. Save money AC 4 days a week. Goal to save utilities \$\$\$...Generator turned on? Town hall lost power once. One of propane tanks was empty. Power outage happen? One of tanks might need filling. Just using heat. No lights. Barb will turn off heat.

**Privacy Policy:** Have been any changes to Patriot Act?? Policy ended 2019. Barbara will redraft the policy and cite RSAs and American Library Code of Ethics Section III. Beverly will review draft for clarity.

**Landscaping:** Laura asked about our opinion of the Sumac Removal on the hill next to the Schoolhouse. Basically, no opposition. The HFHS should put up signs up re RR switch and Gas Pump as people inquire info about them of the Librarians.

**Weeding:** Ainsley will do weeding.? We will have some garden maintenance money. Linda weeded front of building. There is more weeds at children's end. Need to give away or divide and replant coreopsis. Blue star flower is Centaurea Montana, a perennial Bachelors Button. Give hydrangeas extra water on children's wing. Sprinkler hose needs to be longer and get timer...Need hose with another sprinkler head. Beth will donate timer and sprinkler. Amy will set it up so everything on timer. Need to water until grass fully established. We are now watering once a day. When hot and dry should perhaps do twice a day.

**PR:** Staff will put a suggested reading list on Facebook. Joanne and Barbara will do some PR regarding grown up books for kids.

Beverly asked about sending out newsletter by mail to reach all in town with news, book lists, book summaries, etc. We will consider it as it has been quite a few years since the survey was done. We do email blast to only about 230 people. Are there other ways to reach non-library users or elders?

**Budget:** Beth concerned re payments for our income from Town every month. Lori would know. She would like to give money in Dec. Town may need operating funds earlier. Beth will talk to Ed Beattie. What are necessary expenses? Books, utilities, and payroll. No program expenses. Spending money on PPEs, cleaning service. We can save by reducing AC on the 4 days we are closed. Beth and Barbara should identify and prioritize expenses. If opening will have extra cleaning costs. Richard urges us to take care of lawn and we can spend ½ of budgeted amount on lawn. Is fixing doors a priority if Library is not open to the public?

Motion to adjourn...Beth, seconded by Richard at 5:31 pm. All agree.  
Next meeting on June 25<sup>th</sup> at 4pm, probably by zoom.