

Hampton Falls Free Library Trustees Meeting
Final Minutes June 25, 2020

Outside meeting in person with social distancing begun at 4:02 pm.

Present: Linda Coe, Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, and Laura Pouliot (alternate and voting), trustees and Barbara Tosiano, Director.
Absent: Amy Magnarelli.

Minutes: Motion to approve April 23, May 4 and May 28 minutes as written made by Beverly, seconded by Richard and all agreed. Laura will try to clean the granite sign with hydrogen peroxide unless Beverly finds a better suggestion. Linda will write notes to staff acknowledging their good work to date for insert with merit awards if not already done.

Director's Report: Beverly requested that the list of staff activities be more current instead of ending three weeks ago. Barbara will see what she can do. We will be opening to the public on July 7th. We have cleaning supplies, masks, gloves and plexiglass. Patrons **must** wear masks and participate in social distancing. We will continue with "Library to Go" curbside use and quarantining any returned materials for 3 days. If people are browsing the shelves and pull out a book, must leave it on a book trolley or table for 24 hr quarantine. Will not permit use of computer or children's toys. Locked men's restroom for public use with requested key only. Other restroom for staff only. The handles, knobs etc will be disinfected after use. We will open for visitors Tuesdays, 10-5 and Saturdays from 10-1pm. No ILL as yet. Staff will ask and report what services are needed by the patrons. Notices will be on Facebook, website and Instagram. Police will be called if needed to enforce rules and mask wearing. Johanna continuing with posting much social media info. HVAC system cleaned and reported "Pristine"!

The curbside delivery has totaled 168 bags to date and items circulated (mostly children's books) of 1004 since May 19. We had a donation from Home Depot of children's craft kits. Summer Reading program will be through the State Library online. 51 children have signed up. Erin's application for a COVID impact grant was denied due to excess applications but was a good exercise.

Roof: The contractor, Les, will be coming next week to spray foam under the ridge cap to prevent wind driven rain from getting in that way. He isn't positive that is the solution so we will pay attention and document when there is a heavy rain especially when snow on the roof. Richard is the contact and will be sure to give him our thanks.

Walkway: Beverly and Beth will ask for **written** memo of understanding from Ed Beattie and BOS for permission to build the walkway and have approval of contractor and work to be done. The MOU will be forwarded to the Board of Trustees after drafted and may need a special

meeting to approve before signing. The RFP will be requested after the BOS signs. We also want information re the Allison Janvrin (Tom Carney) property next door. We may delay putting out the RFP depending on need for extra parking if no programs in the immediate future due to COVID.

Independent Contractor Agreement: Beth has done a lengthy draft which is specific for our current Bookkeeper. We reviewed it and had several changes. She will put hourly rate in an addendum with pointer, change client name, delete term length, and correct typos. We discussed what would happen if current bookkeeper landed in hospital for a length of time and therefore need to be able to continue paying bills during the 45-day notice period. Most likely the treasurer would have to run Quicken with another third party overseeing. We seek to change the wording so that we should have approval of any sub-contractor hired by Bookkeeper in that case. Linda Coe motions to accept the I.C.A. as amended and also the Indemnity Agreement draft and allow review of changes by the Bookkeeper. The motion was seconded by Laura and all concurred.

The new **Privacy Policy** was accepted as written upon a motion by Beverly, seconded by Laura with all in agreement.

The three double commercial **Front Door bids** were reviewed. Prices range from \$5700 to over \$10K. We want a better understanding of what the bid entails; including the doors matching the existing and whether the locking mechanism is better than existing. We don't see the need to replace the whole frame with side panels. Barbara will call the lowest bidder to come back and give her more details of their bid. Beth suggested that we ask them to replace the interior doors with their broken locks first as we all concurred that they need to lock. We will also ask for a quote to replace both sets together. Trustees will be informed as to time and hopefully be able attend.

Gardens: We decided that we need more mulch to a depth of 2" or so on the perennial beds to the front and south side of the building. Richard offered to supervise this and have his landscaper view for quantity needed. We might need help spreading. Liming the lawn was just done. The new grass is growing but there are still bare spots and a few weeds. Ainsley has been weeding. We should plan to divide some perennials in the fall. We have a sturdy vine growing through the lattice by the telephone pole on the street. Beverly will take another look to ID it. We believe it can be cut at the base as we definitely don't want it growing in the lattice. Laura will remove the vine if necessary.

A motion to adjourn was made at 5:43 pm by Linda, seconded by Laura and all voted yea!

Next meeting July 23rd at 4 pm.

Beverly Mutrie, Secretary