

**Hampton Falls Library Trustees**  
**Final Meeting Minutes for July 28, 2022**

**Present:** Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, Trustee by Zoom, Laura Pouliot, alternate. Ed Beattie, Selectman and Barbara Tosiano, Director also attending. *(Richard's zoom connection was not cooperating for more than the first 15 minutes, so Laura was later appointed voting Trustee in his place.)*

**Minutes** of the June meeting were accepted as amended upon a motion by Beth, seconded by Amy and all concurred.

**Unanticipated Funds:** A motion was made by Beverly to accept \$55.70 in unanticipated funds, seconded by Amy and all agreed.

**Treasurer's report** was briefly discussed. Barbara gave a warning that some sub-contractors will be going up in their prices. We also have to consider the increase in fuel and any required benefits for the new director. We decided to keep patron magazine subscriptions in the materials budget. Other staff subscriptions would remain in the Dues/Subscriptions line item.

**Budget:** We discussed the issue of mowing the grass and landscaping as the land is the town's. If 'our' lawn is part of the town's contract it could be a cost savings. We agreed that the Library should be considered/consulted when the time comes to put the mowing contract out to bid sometime around September. The Trustees can then decide if that would be more advantageous to our budget.

**Director's Report:** The CLIF grant was originally obtained by Carol Sanborn in conjunction with the school and we were awarded children's books. Alice Brown event is all set. We thought that we should get a couple of bids for the septic pump out every year. We use Bodwell's, which we are happy with, but there is also Wind River. Could this service be a joint effort with the town?

**Book Sale** donations will start being accepted on Tuesday, August 2. The summer reading programs have ended. Barbara would appreciate any volunteers to help sort books into boxes by categories. We have had a large donation from Ardith Harvey.

**Building:** John Patterson of Water Expressions recently serviced the water softener. Dowling reported that the parts are not coming on time as expected for the HVAC system. They will do the heat part first. The Walkway RFP will be sent out again next week based on stamped concrete or pavers and a deeper base of gravel. The Monument by the road is in sore need of cleaning due to the iron in the water staining it. Beverly will ask Wendy for some of her magic monument solution to do so.

The new **Director Search** Committee has found a top candidate. The staff have interviewed the prospective candidate. We will discuss further in non-public session.

**Strategic Plan:** Erin has requested us to answer questions re SOAR Analysis so we with her help can determine what our strengths and weaknesses are and what to do to go forward. It requires some extensive thought.

**Vanguard account** paperwork was resigned and submitted due to error in the TIN. Beverly Mutrie and Linda Coe are designated our primary signatories for trading and Beth Forgione is the third backup signatory. We approved this upon a motion by Linda Coe, seconded by Amy Magnarelli and all concurred.

**Electric Rates:** We have submitted the MOU for the Rockingham County Electric Rate Consortium. Beverly made a motion to securely sign the MOU/agreement. Beth seconds and all agree. Linda Coe, as chair, will sign it securely by Aug 9th. We are following the town's lead in joining this group.

**Investment Policy:** We last reviewed this in 2019. It should be done yearly and submitted to the AG yearly. Laura requests that we capitalize consistently, the Investment Advisory Committee. Beverly requests changes to a sentence that states "The Library is a municipal Library". She proposes "The Library is a municipal entity and as such is tax exempt". Also, we agreed to add ETFs (Exchange Traded Funds) to the permitted investments. Linda and Beverly do not believe that we reinvest the dividends in our current holdings. This should be double checked and revisited. We voted to accept the Investment Policy as amended upon a motion by Linda, seconded by Amy.

**CIP:** We do not believe we have anything that needs funding as a capital expense.

A recent NHLTA newsletter has an article on **material and program challenges**. It would help us resolve challenges and suggests that we have two scripts that the staff can use as a response to a patron. We need to have a discussion with the staff once we review the sample scripts obtained from Lori Fisher at the State Library.

**Farewell Party:** Barbara's resignation will take effect Sept. 1. She will be leading the last book group on the night of the 31<sup>st</sup>. We would like to provide a cake for the occasion so she and we can celebrate her retirement. She has been an exemplary employee for 8 years, with seven of those as director.

Ed gave us a brief synopsis of where his Trolley Tour during the Tricentennial week will be going before he left. It would be a good learning experience about our town's history. The tour should be taped for posterity.

A motion to go into non-public session to discuss the **director search** and other personnel reasons was heard at 5:25 pm by Linda, seconded by Amy and all agreed by roll call vote.

We returned to public session at 6 pm upon a motion by Linda Coe, seconded by Amy Magnarelli and all agreed by roll call vote. A motion to seal the non-public minutes was made by Amy Magnarelli, seconded by Linda Coe and all voted in the affirmative.

A motion to adjourn was made by Laura Pouliot, seconded by Beth Forgione and all concurred at 6:02 PM.

Beverly Mutrie, Secretary