

The Hampton Falls Free Library Trustees

Final Meeting Minutes

September 28, 2023

Attending at 4:02 pm were Linda Coe, Chair electronically, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Richard McDermott, Trustee, Tom Shek, Alternate and the Director, Joanna Meighan. Absent: Ed Beattie, Selectman's Representative. L. Coe passed the gavel to A. Magnarelli.

The minutes from August were approved with 3 amendments, namely: Director's Report bullet #3 should read "with" the Conservation Commission instead of "from", Bullet point #4 should be sand 'art', not 'painting', and under Budget, \$10000 should be \$10,000. B. Forgione motioned to approve as amended, A. Magnarelli, seconded and all agreed. Laura Pouliot, Alternate, arrived.

There were \$256 in unanticipated donations which were accepted upon a motion by B. Mutrie, seconded by R. McDermott and all voted Aye. There were two gift donations of \$100 with one in memory of Anne Ferreira, our former Librarian, who recently passed.

We are in the throes of the annual fall Book Sale. The Director reported that if we scan the ISBN/barcode number, a company will accept some of our unsold books, pay us 20% if they sell and pay for shipping. B. Forgione, A. Magnarelli, and B. Mutrie will volunteer to do scanning. R. McDermott will contact the Fire Department to see if they could put out the electronic sign advertising the \$5/bag of books sale until Saturday.

Director's Report: Circulation numbers are up by 100+. Gravestone Rubbing program will be occurring soon. A Strategic Plan meeting will happen on Sept. 30. Erin is writing an RFP to hire a facilitator to run the Strategic meetings. Can we get a grant? We thought that the front glass double doors should be handicapped accessible. B. Mutrie will contact a glass/door company to get an estimate.

The Director contacted the Fire Alarm Company re the unusually high bill. There seems to be a discrepancy regarding the time taken to repair the alarm wiring for the horn.

B. Forgione obtained a quote from David Lariviere to repair the window trim for about 11 window frames for \$2100. B. Mutrie motioned to hire D. Lariviere to do so at his earliest convenience and prepay the cost of materials, with B. Forgione seconding with all in favor. B. Mutrie has contacted NH Saves Energy Efficiency specialist, Dan Wells, who will be visiting our attic in the near future to determine if there is sufficient insulation. We will be moving the furniture for rug cleaning on the 14th of October at 1:30 pm.

The Recreation Commission, the Library, the Town and the Historical Society will be creating a holiday calendar so that all entities will not impinge on each other's event (s). We will be a participant in the calendar. The Library will be doing "Trunk or Treat" with the school.

The **Friends** are working on their by-laws and electing officers. They are still obtaining funds from a gaming entity which may become helpful if they agree to support our Strategic Plan facilitator.

The Director is following the Right to Know law regarding patrons asking about the Catalog and also keeping abreast of changes to sealing the non-public minutes. She is also getting information on the Digital Equity Act which may not apply to us.

Building Issues: David Lariviere will not be painting the Azek that he uses for the trim for the windows. We will have to do that. There is a mold/mildew cleaner available at Tractor Supply called 30 Second Outdoor Cleaner that could be sprayed on the building to remove algae and mildew. T. Shek and B. Forgione will facilitate that event. The Board really liked B. Forgione's choice of annual plants near the front door. The mounding Zinnias are colorful and seem to be forever blooming. The gardening group should dig out the Coreopsis and replace that with a shrub or some colorful perennials/annuals.

Landscaping: L. Pouliot asks for help to move the cut tree limbs onto a trailer to take to the dump. She would also like to put bark mulch/wood chips down over cardboard on the western front corner near the road to deter weeds. We may have to be careful of what invasive plants are in the mulch. The forsythia should always be pruned after blooming to keep it away from the building. There is bittersweet and maybe poison ivy on the western border.

We discussed the **Personnel Policy**. B. Forgione and L. Pouliot had several edits: change he/she to 'they'. Harassment section, 'Chairperson', EEOC policy re retention of employees, maternity policy, 5% from paycheck for social security, antidiscrimination by Director, grievance section, auto reimbursement rate, resignation time frame, reimbursement for course attendance determined by budget, staff evaluation time frame, etc. B. Forgione and L. Pouliot will get together to give us a final draft for next month.

Amy Magnarelli discussed the resultant new job descriptions and her evaluation form. We all agreed that a form with check boxes and space for comments was best per the example.

Budget: We discussed staff pay raises due to cost of living was about 7% last year and 3% this year. We are generally paying less per hour than the town and some other comparable libraries for equivalent job responsibilities. We also are not giving yearly COL raises to compensate for inflation. The preliminary health benefits costs have risen about \$3K to \$27,819 and dental insurance will be \$2100 next year. The Treasurer will amend the budget to reflect these increases as they are non-discretionary.

We currently have 6 staff positions: Director, Youth Librarian, Circulation Librarian, Outreach Manager, Programming Manager, and Library Assistant. Only the first five are filled. After much discussion, A. Magnarelli made a motion to increase the payroll budget to reflect inflation and town job comparison by \$13,800, seconded by R. McDermott and all concurred. A. Magnarelli will send out a new spreadsheet with new payroll numbers and with a minimum of \$15/hour for the hourly pay ranges. The Treasurer will finalize the payroll and benefits numbers and send the revised 2024 budget to the Town Administrator.

A motion to adjourn was heard at 6:14 from R. McDermott, seconded by L. Coe and all agreed.

Next meeting on **October 27 at 4 pm.**

Beverly Mutrie, Secretary