

Hampton Falls Free Library Trustees

Final Meeting Minutes

April 27, 2023

The meeting came to order at 4:02 pm. Present were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary and Tom Shek, Voting Alternate. Absent were Richard McDermott, Trustee and Laura Pouliot, Alternate. Also present was Joanna Meighan, Director.

The minutes from March were approved with a few amendments to wording by Amy and seconded by Beth with all agreeing.

We received \$430.05 in unanticipated donations which we accepted upon a motion by Linda, seconded by Beverly and all agreed. \$300 was a Humanities lecture payment which will be paid to the quilt speaker.

The **Treasurer** gave her quarterly report. She proposes some changes to the budget line items, especially benefits due to an increase in dental insurance in order to come to the original \$191,994 (amended to \$201,994). Beth will send out a new budget/treasurer's report.

CD: She researched the 1- year CD rates with Santander Bank with Linda providing the Vanguard rates. We had a consensus that the Vanguard 4-6mos rate at 5.1% and the 10-12mos rate at 5.15% were preferred. We decided that we put \$50K of our donations account funds in each. Linda will call Vanguard and arrange an electronic transfer of \$100000 from our Citizen's donation account.

Director's report: Circulation is up over last year. Hoopla use is growing. There were 12 adult programs with 87 attending and 22 programs for youngsters with 125 attending. There was one new family that came! Joanna and Leah will be going to the NHLA conference in Meredith. The meditation gathering usually hosts 6 adults, the book clubs are doing well and the Quilt event was postponed to May 17. We decided that any events held at the Library would have a donation basket, and not charge admittance.

Building/Yard: AC unit was tested and found to be working as designed. Lawn was done with a pre-emergent weed killer. Beth reported that the soil test showed needed lime. She, Linda and Tom will spread lime tomorrow as the cost was \$900 for Mainely Grass to do it. Tom will be reimbursed for the lime. M&M will mow around the Schoolhouse and our lawn for \$90/time this year. The insulation issue will be put on hold until the fall depending on whether our cooling costs remain reasonable. At least one exterior window sill is rotten and the portico opening sills need replacement with Azak. We need to scrape, prime and paint the sills that are still in decent shape. Ask Valley Painting for bid? We also need to wash the north gable end and the granite sign to remove the rust stains. Tom and Dave Coe will make a date to go up on the roof and check the rubber membrane for leakage.

RB Allen came to check out the alarm system and the panic remotes. Our fire chief was called by mistake when they were used. We will make sure that the Police Chief is called in emergencies and the Fire Dept. called when smoke alarm goes off. We need to have both systems checked. We do pay for the monitoring. We decided to not insure the only valuable artifact -oil painting by G. Augusta (owned equally with the HFHS). *(Another artifact is the Arts & Crafts table lamp which originally was at the Old Library.)*

Policies: The new draft of the Meeting Room Policy was thoroughly reviewed and edited. Beverly will make the edits and send out the draft again. The 'lost' Subpoena and Search Warrant Policy was deemed not needed due to the sunset of the Patriot Act in 2020.

The Director reports that the Staff Luncheon meeting was well received. The Board was thanked. There was an added benefit of the staff becoming more familiar with each other and their fortes.

Linda will look into having a Drop Box or Google drive account for all Board working documents that will be password protected. Joanna, Wendy Harrington and Linda will explore the options and costs, if any.

The Board went into non-public session at 6:26 pm upon a roll call vote to discuss employee compensation. The motion was made by Linda, seconded by Tom and all replied Aye.

The Board came back into public meeting at 6:35 pm after a motion by Beth, seconded by Amy and all gave their voiced approval. Tom voted to seal the non-public minutes, Amy seconded and all concurred. The Board adjourned at 6:36 pm upon a motion by Linda, seconded by Beverly and all agreed.