

Hampton Falls Library Trustees

Final Meeting Minutes

January 26, 2023

In attendance at 3 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Laura Pouliot and Tom Shek, Alternates, and Ed Beattie, Selectman. Also present was Joanna Meighan, Director. Trustee Richard McDermott was absent. T. Shek, Alternate, was appointed a voting member.

The **minutes** from December 22 were approved as amended upon a motion by L. Coe, seconded by B. Forgione and all concurred. The January 7 Special Meeting minutes were approved as written upon a motion by B. Forgione, seconded by A. Magnarelli and all concurred.

Unanticipated donations of \$984.23 were approved upon a motion by L. Coe, seconded by T. Shek and all agreed. Most of the funds were from the continued cookbook sale which generated \$778 overall.

Director's Report: J. Meighan interviewed Wendy Harrington for the Promotional/Marketing Assistant position and she accepted. She will get background checked according to our policy. Welcome Wendy!

Circulation totals for the month were a bit down, but Hoopla and Overdrive uses were up. The Coffee with the Chief of Police was postponed. Many children have signed up for their age-appropriate programs. About 40 families have signed up for the Family Winter Reading Challenge. Feb. 4 is Bring a Child to the Library to celebrate Library Week. A new book club for adults that like to read YA titles will be commencing this Feb.

The HVAC team has finished the installation. Thermostats are still being tweaked and air flow dampers may need attention. The temperature is set lower for the two unopened days.

We have a request to use the meeting room for a political meeting and another request by our Representative Sue Porcelli, to hold office hours in the building when the Library is open. Meetings by different groups are allowed provided the Library has no sponsorship and all library laws are followed. We will further review our policy.

The generator not working when the power was turned off issue was determined to be a switch that got tripped in October after a shut down. The battery was checked to be fine as it was replaced in March. The cost to have a technician from Generator Connection to diagnose and fix the problem was \$515 including drive time. L. Pouliot will contact the company to see if they can adjust the figure somewhat.

The **leaking roof** has been a continuing problem. Dave Coe and T. Shek were able to cut a hole to be able to see the interior structure of the 'chimney'. The chip board siding and trim boards are rotten, mainly in the front NE corner. These will have to be replaced. We need an estimate asap from Jake's Carpentry as we may have to ask for spending privileges from the town meeting on Feb. 4. B. Mutrie will contact K. Anderson, Town Administrator to ask about the procedure. T. Shek will meet with Brian Riordan to show him the issues. We will plan to meet on **Wednesday, February 1 at 9:30** to decide how to fund the repairs.

L. Coe reported what her husband found out about our emergency lighting, the bollards and exterior portico lighting along with the battery backup system.

We had no emergency lights working. He has ordered new bulbs and batteries for the emergency exit signs. If we connect the general lighting to the generator, we shouldn't need emergency lighting. This should be investigated further if we might become a town warming center. He has volunteered to purchase the exterior portico emergency and general LED lighting fixtures. This should save energy. We will hire an electrician to install the same. There are three panels and at least three locations for batteries. B. Mutrie made a motion to allow David Coe to go forward with the purchase of the light bulbs and fixtures. B. Forgione seconded and we voted aye. We sincerely thank him for his donation for the replacement of the bollard and chandelier light bulbs to special downlight LEDs along with his time to investigate our wiring, bulb and battery issues.

Goals: L. Coe would like the Board to work on the following Goals for 2022:

- A. to determine what are the Board's strengths and weaknesses are regarding experience and knowledge to find a good fit for new trustee candidates.
- B. Meeting Room Policy will be reviewed in February. Privacy and Closure Policy will be reviewed in May.
- C. A. Magnarelli and the Director will continue their work on our circulation assistants' job descriptions. They will aim to finish them in March.
- D. A. Magnarelli will also work on an addendum for part-time workers to the Personnel Policy re hourly pay and any benefits for review starting in June.
- E. Erin will help us formulate the Library's Strategic Plan in September or later in the year.

Beverly would like to add review of our Vanguard funds to our yearly timeline. Our CD will be coming due in March and we need to decide what to do with the funds. We need to update the 5-year plan of our building's maintenance.

Ed reported that we should be thinking of what programs the Frying Pan Lane fund can support for the upcoming year. The funds will be reduced from last year by 5% but we should still be able to benefit greatly.

Richard McDermott will add his name to the ballot as Trustee for 2023-26.

J. Meighan will be on vacation from Feb. 4-10. She is hoping Wendy Harrington will be able to fill in by then.

L. Coe made a motion to adjourn at 5:05pm, A. Magnarelli seconded and all agreed.

Beverly Mutrie, Recording Secretary

Next meeting will be February 23, 2023 at 3 pm.