

## Hampton Falls Library Trustees

### Final Meeting Minutes

December 21, 2023

Attending at 3 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Laura Pouliot and Tom Shek, Alternates and Director, Joanna Meighan. Absent was Richard McDermott, Trustee and Ed Beattie, Selectmen's Representative. Tom Shek will be voting. Amy Dorgan from the Friends of the Library was also attending.

The minutes from November were accepted as written upon a motion by L. Coe, seconded by B. Forgione, and all voted aye. There were \$498 in unanticipated donations, mostly from cookbooks, that was accepted upon a motion by B. Mutrie, seconded by L. Coe and all concurred.

Beth reported on her December 1 Treasurer's statement and added anticipated expenses of \$5K for benefits, \$4K for oil prepayment with one more pay period left. Excess budgeted funds will be encumbered on the insulation estimate from AECOM, washing and painting the building for \$13K along with the contract for repairing the windowsills, and RB Allen. This year's donation funds of \$8500 will also be earmarked. The ~\$30K for the Strategic Plan estimate from Clear Vision will be TBD. The Board anticipates using our 2023 voter approved donations of \$10K along with a warrant article for \$20K. A. Dorgan will obtain a phase 1 contract from the vendor by the 29th. Discussion ensued which resolved the start time for the Strategic Plan to after the vote in March.

**Director's Report:** The Director reported that a ceiling tile over the door in the children's wing dropped due to influx of rain from wind through the gable vent. B. Forgione offered to help put buckets there as a short-term solution. Dave Lariviere and David Coe will have a consultation regarding long term solutions and repair of the wet insulation. The Santa Party went well although there was a conflict with the Rec. Comm.'s Town Common activities. The circulation is about the same; electronic usage has increased; the Fabergé eggs talk and decorating was very popular and the Cookie Swap was well attended. The Christmas Greens activity under Erin's auspices was also very popular and will most probably be done next year.

The Director would like to identify keys. Currently, the Chair and the Treasurer have a key to the front door. The Secretary and the Chair will need a key to the safe to store the non-public minutes. A. Magnarelli will have to add her non-public printed minutes to the safe too. There will be a new policy for sealing the non-public minutes based on a new RSA. L. Coe will tweak the first draft to make the Secretary and the Chair look at the sealed minutes on a regular schedule to decide if they can become public.

The Personnel Policy will be slightly reformatted by B. Mutrie and the Director. A. Magnarelli asked for clarification on when the vacation pay calculation would begin. The Board decided it would be based on the month of hire even if not hired until the end of the month.

The Library's Safety and Security Policy will be revamped to add a Patron Privacy clause along with one to add respect for employees. We will discuss this and the Personnel Policy next month.

The Board will meet on **January 6<sup>th</sup> at 9 am** to review the year-end financials and to decide further about the Strategic Plan funding. This date will have to be posted.

L. Coe's term for Trustee is up in March. The Board expects that R. McDermott will not continue. J. Meighan or B. Forgione will ask about the due date for the Town Report and the year-end financials. We received a grateful thank you from Wendy Harrington for her Merit Bonus. The meeting adjourned at 5:15 upon a motion by L. Coe, seconded by T. Shek and all agreed. Beverly Mutrie, Recording Secretary