

Hampton Falls Free Library Trustees

Final Meeting Minutes

May 25, 2023

Attending at 4:03 pm were Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer and Richard McDermott, trustees. Laura Pouliot, Alternate arrived a bit later. Also present was Director Joanna Meighan. Absent: Tom Shek, Alternate.

The minutes from April were approved as written upon a motion by B. Forgione, seconded by R. McDermott, and all concurred. Unanticipated donations of \$59 were accepted upon a motion by B. Mutrie, seconded by R. McDermott and all agreed. The donation basket for programs is used intermittently.

Director's Report: Rosemary Degan, our sometime substitute has passed. The staff has expressed their sympathy. The Library will be looking for new substitutes or perhaps a Page. Ads need to be placed on the web, social media and on posters around town. The Director reported that the Woman in Art, the Quilt talk with the Historical Society and the Mandela stones craft programs were well attended. She also reported that Leah attended the NHLA conference and listened to talks on Performers, Hands on with Toddlers, and YA book reviews. Perhaps the toddlers would benefit from a 'messy day' outdoors

Town and School Library Communication is amicable but not as often as the Director would wish for synergy. Leah also learned about Dynamic Shelving and how to market materials. The Director participated in a New Director's Workshop and learned how the public views a Library. The Library's in-house catalogue isn't used as much today as there is also one online. Ebooks use is increasing. It was a good learning opportunity as well as the Librarians were able to network with other Librarians from this area and elsewhere.

There will be a Joint Concert with Prakash Slim and T.J. Wheeler on June 21 featuring blues/Nepal music with a Nepalese tea. Our Community Read will be "Braiding Sweetgrass" with the books provided from a Community Grant thanks to Erin. There will be all day events and the Schoolhouse Museum will be open to show off their Native artifacts. B. Forgione and L. Coe will help with hosting the speaker's room and board. Our Youth Librarian will be reading at the Farmer's Market and to the summer campers at the school. These are in conjunction with the regular Summer Reading Program's "All Together Now" theme along with a magician, wildlife and crafts. Perhaps another Summer Reading event could be scheduled for next year.

The Director asked the Trustees to help cover the building on June 3 and again on June 28th 5-7 pm. B. Mutrie agreed to fill in for the later date.

The Director mentioned that the state legislature will be formulating a bill that would make the non-public minutes public after 10 years. The Director will follow the Congressional news and report.

The Chair reported that the roof's flashing around the chimney is still awaiting inspection by T. Shek and D. Coe. The fire alarm panel put in 23 years ago by R.B. Allen will be inspected on June 12 to make sure the alarm is not silent and working as it is supposed to.

Several of the Trustees weeded and pruned the garden and the results were a noticeable improvement. Mulch is needed and will be ordered from Syvinski or NE Paving on Rte 1. R. McDermott will check prices. Liming the lawn was done, but the grounds and building still have repairs to the windowsills and trim needed. Cleaning the granite sign and north façade is also on the list. B. Mutrie will obtain the chemical for the rust stain from the Town Hall.

L. Coe and B. Forgione conferred on finding the best CD rate. Vanguard had a 10-12 month one for 5.3%. A motion was made by B. Forgione to move all of our current Vanguard funds (~\$115K) and another \$100K in donation money from Citizen's Bank and invest in Vanguard CDs. The motion was seconded by R. McDermott and all agreed. It will be done ASAP by L.Coe and the Treasurer.

The Meeting Room Policy draft was reviewed again with some minor changes made. B. Forgione made a motion to accept as amended, with R. McDermott seconded and all others concurring.

The Hampton Falls Free Library Closure Policy was also reviewed, some changes made particularly regarding staffing not being available for a shift. A motion to approve as amended was heard from B. Forgione, seconded by R. McDermott and all concurred.

L. Coe researched having an accessible online repository for our documents and found Google would be the best option. The Board hopes that W. Harrington, staff member, would be able to teach us how to set it up and use it from home. Our policies, minutes, timeline, job descriptions, intro page for the Website, etc. will be visible and usable there.

B. Forgione moved to go into non-public session by concurring role call vote to discuss Merit Awards. R. McDermott seconds and all responded with vocal ayes at 5:40 pm. Laura has left the meeting. The Director was invited to stay for the recommendations.

A motion to return to public session was given at 6:07 pm by A. Magnarelli, seconded by R. McDermott and all concurred with saying AYE.

A motion to seal the non-public minutes was made by A. Magnarelli, seconded by B. Mutrie and all agreed.

A motion to adjourn was heard from R. McDermott, seconded by L. Coe at 6:08 pm and all said AYE.

Beverly Mutrie, Recording Secretary