

Hampton Falls Free Library Trustees

Final Meeting Minutes

June 22, 2023

Attending were Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer and two alternates, Laura Pouliot and Tom Shek. Also in attendance was the Director, Joanna Meighan. Tom Shek was appointed a voting member due to absence of Trustee, Richard McDermott.

The May Minutes were approved with one change to the date of the Prakash Slim concert to June 21 upon a motion by B. Forgione, second by L. Coe and all agreed.

We approved \$561 in unanticipated donations, (\$500 was from the Rotary) upon a motion by L. Coe, seconded by B. Mutrie and all voted affirmatively.

The Director's Report: Prakash Slim concert had about 25 people. The staff have been weeding to revamp how books are presented. Two donation jars that indicate preference were thought of by Wendy. Shelf talkers were put out. E book use has increased but Libby and Hoopla will cost more in the near future. We agreed to have the town paint our parking lot lines to get on their future schedule.

Building: RB Allen found a shorted wire in the fire alarm horn relay. An electrician will have to come and fix it. The Director has not been informed from RB Allen when. We will investigate other vendors before we sign a new contract.

Amy has finished the Job Descriptions. The Youth Librarian has to approve hers There is a typo on Youth Services "mange" should be "manage". These are living documents and can be updated as needed. We approved the 5 new job descriptions as amended upon a motion by B. Forgione, seconded by T. Shek and all concurred.

Closure Policy: An amendment regarding closure when there is not enough staffing available was made so the first sentence will change to: " features, staffing/management issues, or other town or state declared emergency situations". B. Forgione moved that the Closure Policy be amended, L. Coe seconded and all voted aye. We agreed to keep all the wording for approval dates the same for all policies and record only the first and last date of approval.

We discussed the Security and Safety Policy and had general comments. We would like the telephone number format to be corrected and line up the bullet points under "Patron Appeal Procedure". We also request that Chief Lord and perhaps Chief Veno come up with a procedure for fire drills and have them supervise the drills. The Director will bring the issue of how to 'count heads' to the Safety Committee.

L. Coe reported that we purchased a 5.4% CD from Vanguard, but she did not sell Wellington as we requested as that had bonds in it. We will purchase another CD at a higher rate using \$100K donation funds from our Citizen's account. B. Forgione proposed that we move our funds from Citizen's to another bank where it would be easier for her to visit. She will research the best interest rate for our 'savings' account or a money market account instead.

B. Forgione has been weeding the front center gardens. We need to cut the leaning branches of the 'red berry' bushes in the front gardens as they are too tall. Next Thursday morning is a tentative date to do more weeding.

The Garden on the west side of the Historical Society's Schoolhouse needs attention as there are weeds, bittersweet and nut trees. The land is the town's but B. Mutrie will ask the HFHS what they want to do. Ed Beattie thought the town would mow that strip once the flowers that would be kept are moved. The purple and white lilacs were originally the Creighton's and will be saved.

The Augusta painting will be covered by insurance as it is valued less than \$10K.

L. Coe has set up a gmail account: hamptonfallsfreelibrary@gmail.com and will put trustee information on the webpage that can be edited by all trustees. We prefer to use a Google Drive named: hffltrustees. We hope Wendy can train us as to how to set up the Library's Google Drive on our own computers.

Ed Beattie, Selectman, arrived about 4 pm.

We reviewed A. Magnarelli's document comparing town policies re sick time and vacation time to our existing policy. We preferred keeping our own policy's clauses and pay unused vacation time after termination. The staff texts the Director when not coming to work. We generally agreed that staff could take a half day vacation (3.5 hrs). We also started the review of the Personnel Policy. We need a locking cupboard for purses. Under 7.2 of the Personnel Policy, change 'insure' to 'ensure'. We thought that Library closure days would change yearly based on day of the week, so that terminology needs to be more general. We agreed to change 'you' to 'employee' under section 10.7. On page 18 under Definitions, we need to change (c) to (3) and indent.

L. Coe left at 4:50 pm.

Ed recommended the staff evaluations should be done after 3 months from anniversary date for the preliminary one and the more thorough one done around 9 months every year, provided it comes before October or the budget cut-off. The Personnel Policy will be reviewed again next month. We will ask Karen Anderson about how to keep track of sick and vacation days on the town's payroll records or should we have our own software.

A motion to adjourn was heard from B. Forgione and seconded by A. Magnarelli at 5:15pm.

Beverly Mutrie, recording Secretary