

Hampton Falls Library Trustees

Special Meeting Final Minutes

January 6, 2024

Attending at 9am were Trustees Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer and Alternate, Tom Shek who is now voting. Absent were Laura Pouliot, Alternate and Richard McDermott, Trustee. Also attending is Joanna Meighan, Director.

The Chair has reviewed the rules on encumbering funds with the Town Administrator. The Board has to vote to encumber any remainder funds from the budget provided there are signed contracts. L Coe motioned to amend the minutes of December 29 to add the phrase to “encumber \$2110 for David Lariviere to do the window trim and sills, R.B. Allen for \$2040 for repair of the alarm system and \$2500 for AECOM for repair of the insulation in the attic”; T. Shek seconded the motion and all voted in the affirmative.

The Warrant Article for the Strategic Plan Consultant was discussed at the recent Budget Hearing. Two Selectmen approved the amended article for \$31,750 with a two-year non-lapsing time frame so it will be on the ballot. The Board could provide Karen and the Selectmen a copy of the proposal for future reference. A motion by L. Coe to approve the new wording of that Warrant Article for the Strategic Plan as submitted to the public at the Budget Hearing was made, T. Shek seconded the motion and all voted in the affirmative.

Discussion ensued about the Friends doing a mailing to inform the public about the Strategic Plan. They can do an EDDM (Every Door Direct Mail) mailing per instructions at eddm.usps.com and send it addressed to Resident, ideally just before the March 12th voting date at the School. The Board will help answer questions at the Deliberative Session on February 6 or at Candidates Night or other venue. We approved the 2023 year-end Financial Report for publishing in the Town Report as prepared by the Treasurer upon a motion by L. Coe, seconded by B. Mutrie and all concurred by voting Aye. The Director is working on her year-end report which is due January 22nd.

We will meet again on the **12th at 3:30** to learn about having a Google Drive only for Trustees' communications from Wendy Harrington. We will also meet on **January 18th at 3 pm** in place of our regular meeting to approve the Director's Year-End report, discuss the Personnel Policy, the five-year Building Maintenance Calendar, and the Behavior Policy, etc. The Director will review our future meeting schedule to adjust all dates to the 4th Thursday.

B. Mutrie, A. Magnarelli, and L. Coe, current and former Secretaries, will print out their Non-Public Minutes and put them in a locked file at the Library for security and later review according to the new RSA and our future policy. There was discussion about the proper format for saving minutes. Paper is the safest method of keeping minutes for posterity as electronic methods do change over time. There are currently electronic files and paper public minutes held by both the Library and the Town Clerk.

The meeting adjourned at 10:30 upon a motion by A. Magnarelli, seconded by B. Forgione and all agreed.

Beverly Mutrie, recording Secretary