

**HFFL Trustees Meeting
Draft Minutes January 28, 2021**

Attending by Zoom at 4 pm were Linda Coe, chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Richard McDermott, trustee. Also attending were Ed Beattie, Selectmen's Representative and Barbara Tosiano, Director.

Minutes of Dec 2019:

Add "Town Treasurer interest rate" in paragraph 8 beginning with Ed Beattie. Beth motions to accept as amended Amy seconds. All on favor.

Minutes of Jan 5th: Beth motions to accept minutes as she edited, Amy seconded and all voted in favor.

Treasurer's Report: Since we voted for payroll increases for next year, we may owe the town some funds at end of year as we did not increase part-time PR & Benefits line item. We can spend over-budgeted expense money for PR and Benefits.

Accept donated funds: \$962 received for Jan and will be deposited. At least \$500 of it is earnings from Trustees of the Trust Funds. Beverly motions to accept. Linda seconds. All concur.

Director's Report:

Busy Dec. Circulation up compared to last Dec. 88 bags of books provided in Dec. 85 bags taken out in Jan. Polar Express had 35 kids attending virtually. New Patrons year to date includes last year's numbers. Alaska program had 24 people. Newsletter format looks much improved. Link to email subscription of newsletter allows sign up for only items of interest. Newsletter can be more personalized this way.

FOL: Working with Barbara for outdoor exercise program to find exercise/yoga instructor for adults. Please ask around. "The Finest Hours" upcoming program supported by FOL.

COVID: Sign up asap. CDC form complicated and clunky. NH sent out instructions. VMS has kinks. Library staff have enough PPE. Spouses of staff getting vaccinations. Covid cases in town going down? 11 active cases now.

Laptop:

Barbara using her personal laptop for zoom meetings. Need a Library one just for staff to use. Will be used at home or Library for both Leah and Barbara. Cost approx. \$500-\$600. Barbara has bought camera for Library's desktop. Prefer not to get Apple Chromebook. \$350 in budget to purchase. Barbara will research, check with John Ashak and will get back with numbers for next meeting.

Banking: Town probably will go with Provident for savings accounts as they will earn a .5 percent better interest there. Citizen's does not charge fees. Beth will check with Citizen's re fees and rates for our savings/checking acct.

Library passed the town audit. Auditor is better this year.

HVAC -We should get options and estimates from providers of HVAC. Lori recommends Dead River. May check out a commercial installer such as Palmer & Sicard, but we may not have enough square footage.

Get estimates from 3-4 providers. Home Advisor has list with ratings. Barbara should call Matt Ferreira at SAU office to get his recommendation. Barbara will arrange appointments with Beth attending.

Goals for 2021: Any goals for Board or Director has caveat since we don't know when getting patrons back into building.

Beverly would like to explore installing Solar PVs for air conditioners/lights/water heater. Beverly to send email to Barbara re names of companies. Side door in Children's Room to be installed.

Resolve bookkeeper contact. Beverly volunteers to try to find a generic one. Inside front door locks have to be adjusted. Barbara suggest we have a Social Media Policy. All agreed. What content...purposes re public meetings by Zoom? We should do early on. Barbara will research.

LTA topic for round-table May 12 & 13th. Will cost less to attend.

Barbara attended trustees zoom meeting on Jan 27. Experiences re 211 line. Not as informative as would like.

HVAC -How to pay for condensers? Linda was to ask LTA re how to spend donated funds. Confusion results from town holding our donated funds to offset the cost. Check out Terri Knowles presentation re spending the other money as reference. Request workshop at Annual meeting? Address who holds the donated funds?

Ed suggests: Town flow chart how this should work. How is it given back? How to budget for it?

We have time limit...by next budget season. Need to have a plan this summer to make it work.

Linda to put on to-do list.

Parking Lot Beverly suggests attention needs to be paid to parking lot maintenance. Issue keeps getting put off as it is not as critical as roads. Ed now knows that we have a concern with widening cracks in parking lot, also the granite curbing getting chewed up as well as the mortar is letting go. Ed suggests he will contact Russ Hilliard, our Road Agent, for his recommendations. Ed leaves the meeting.

We voted to go into non-public session at 5:11pm by roll call vote to discuss a personnel issue.

Linda motions out of non-public session. Richard seconds. Roll call vote. All agree at 5:33.

Motion made by Linda to seal the non-public minutes, Amy seconds and all agree.

Richard motions to adjourn at 5:34pm, Linda seconds, and all in favor.

Beverly Mutrie, recording Secretary.

