

Hampton Falls Library Trustees
Final Meeting Minutes for December 22, 2022

Attending at call to order at 3:05 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary and Laura Pouliot, voting alternate and Director, Joanna Meighan. Also attending was Tom Shek, prospective Alternate. Absent: Richard McDermott, Trustee and Ed Beattie, Selectman.

The minutes from November were approved upon a motion by Linda, seconded by Amy and all except Laura agreed. Laura abstained. The Minutes from December 19 were approved upon a motion by Laura, seconded by Beth with all approving except Linda who abstained.

Donations received in the amount of \$695, mostly book sales, were approved upon a motion by Beverly, seconded by Laura and all concurred.

The Treasurer's year-end report was discussed. We have overspent salary line item by an estimate of \$10K due to change in director and related increase in health care costs. There will be another pay period at the end of the year. The Merit awards were paid Dec. 17 pay period.

At our special meeting on December 19, we agreed to prebuy the fuel for this winter season for \$4500. We have over-spent our budget by \$3500 which we can reimburse from this year's donations. Beth will get the final numbers from the Town's bookkeeper. Jake's Carpentry has started on the roof and will be done today. We will pay his invoice.

A motion was made by Beth, seconded by Laura to spend \$750 in donations to reimburse Summer Reading line item. All agreed. A motion was made by Beverly, seconded by Amy to spend up to \$5800 from donations for the maintenance and repair line item #630 shortfall. All agreed. A motion was made by Laura, seconded by Amy to reimburse program materials \$200 for Humanities programs from this year's donations. All agreed.

The Director's report: Joanna said circulation was increasing and 3 new patrons added. Our Hoopla and Overdrive use was increasing also. A good-sized increase in children's program attendance was noticed. Adult programs were up some in attendance, particularly the knitting gathering. We asked about the Avesta residents' use of the Library and asked Joanna to talk to the residents' Board about our programs. There will be more use of the Library by the Recreation Dept. for Senior or children's programs, for example making Christmas Tree ornaments. About 30 Santa letters answered. Kissing Ball Craft was well received. PJ Story time had two sessions with about 15 children in each. The parents liked the ability to socialize during the program. The Santa Party had about 90 people with each family taking their own pictures. There will be a family January and February Winter Reading Program to earn tickets for prizes. Scott Faiia will be giving another program on ? and the Police Chief will come on Jan 20th to interact with the kids. We suggested fingerprinting and police car interaction or maybe a search and rescue dog would be well received.

The State Library had a workshop on Overdrive and how the selections are funded. Ancestry and Heritage Quest will be provided and maybe a coding activity. Beth suggested that our Library have a regular automatic back-up in the cloud for data stored on the Director's or other staff computers. Joanna will talk with J. Ashak.

The Friends of the Library will support the Winter Reading Program and perhaps provide refreshments for the Scott Faiia program. Can there be a hands-on physics/engineering program for kids?

The HVAC system is being done by Dowling and is perhaps halfway. The Walkway RFP has been on hold.

The Goffstown Library has a link on how to contribute as a Trustee. We thought having a notice on our website that we are looking for Alternate Trustees and have a link to the manual would be helpful.

We decided to close on Friday due to very windy weather, projected snow fall and school closing. Joanna will come by to check our roof for leakage.

Strategic Plan is still on our to do list.

New business: Joanna recommended that we limit access by out of towners to Overdrive and Hoopla due to funding is by our taxes. We proposed shutting down access to these e-services for non-residents at Library Card renewal time. We will decide again after State Library has proposed new rules.

Epping Well and Pump will not be servicing the irrigation system anymore. The Town and the Library will most likely be on the same contract for supplying that service. Laura wondered if this is in accordance with the MOU? We need to review the MOU we have with the Town before March.

We will have another meeting to approve Beth's final accounting along with Leah's and Joanna's year end reports for the Town Report. Joanna will send them out ahead of our meeting which will be on **Tuesday, January 3 at 3 pm.**

Amy and Joanna will be working on new job descriptions for the staff after they give input.

We need to think about what to add to the Trustees' Timeline for next year. Policies to review, etc.

We agreed to spend \$100 on a Visa card for our Bookkeeper as a year-end bonus.

We went into non-public session by roll call vote at 4:35 pm upon a motion by Amy, seconded by Linda to review salaries and part-time help remuneration.

We returned to public session at 4:55 pm upon a roll call affirmative vote after a motion by Amy, seconded by Linda.

A motion to seal the non-public minutes was made by Amy, seconded by Linda and all concurred.

The meeting dates for 2023 were okayed except for December 28th which was changed to Dec 21st due to budget finalization issues.

A motion to adjourn from Beth and then seconded by Beverly, was heard at 4:55 and all agreed.

Beverly Mutrie, Secretary

Next meeting: January 26th at 3 pm.