

Hampton Falls Free Library Trustees
Final Meeting Minutes for March 24, 2022

The meeting was called to order at 3:59 pm with Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beth Forgione, Treasurer, Beverly Mutrie, Secretary, Ed Beattie, Selectman's Rep. (*non-voting*) and Richard McDermott (*by Zoom*), Trustees, attending. Also in attendance was Barbara Tosiano, Director. Both Amy Magnarelli and Beverly Mutrie have been sworn in as newly elected Trustees.

General: The minutes from February were reviewed, with one change made to Karen Armstrong to become "Karen Anderson". A motion to approve was made by Beth Forgione, seconded by Linda Coe and all agreed. A total of \$19 unanticipated donations was accepted by Beverly, seconded by Amy with the rest concurring. The Treasurer's Report will be next month.

Director's Report: Barbara would like us to focus on a Strategic Plan, i.e. what services should be offered to conform with what services do patrons want? In other words, where are we and what is our vision for the future? This will involve surveys. We have two members of the staff going to the Trustees meeting re Strategic Planning. [*Laura Pouliot, Alternate arrived*]. The Board should also refine the title and duties of an Assistant Director as we have not done so in the past.

How do we codify the use of the building, meeting space, staffing and funding? Query: Any increased use from Avesta? Barbara reported "none noticeable". Perhaps she could check with their Maine office.

Repairs: Barbara reported that the clapboard on the chimney chase is still not fixed as Valley Painting also declined to bid. Beth will ask her contractor; Beverly will ask hers again. The Director also reported that R.B. Allen will repair the 10 heat detectors for \$1300 and change. She will ask Mark S. if the price is in-line. The generator service technician needs to reseat a spark plug and will come on Tues. morning. They have replaced the battery for \$125. We have received a bid from Valley Painting to power wash the building for \$1600.

The **Friends** will present Bonnar Spring, the author on April 16 as an introduction to the Writer's Workshop Classes. The Friends have another Poker Room date in Dover and usually make about \$10K.

Library Programs: The Women' in Irish History was well attended with 50 people and 9 more want to listen to the recording. Five more patrons made junk journals with Wendy Harrington.

Leah is learning about cartooning for kids. Some children's graphic novels can be enjoyed by seniors, probably the history ones. Maurine Stard's garden books will be on sale April 1. Beth may add some of her art/lithograph books.

Beth asked about planting a **Tricentennial Beech Tree** on the knoll between the Public Safety Building and the Library. Ed explained that it was up to the Board of Selectmen, that there is limited "town land", and salt from the road will be an issue. The tree farm representative will be coming down from Maine to inspect the area. Beverly suggested that he and our civil engineer, Stephen Keach, at skeach@keachnordstrom.com, work together to determine a spot that won't interfere with the pavement of our future parking lot. Keach-Nordstrom is surveying the site and drawing up bid specs for the RFP this spring.

COVID: masks are optional, but the staff is wearing them due to Erin's children's susceptibility.

HVAC – Karen Anderson, Town Admin, has said that Mark S. is checking with Hart Plumbing and Heating Company but no response yet. Mark S., reported that one of the original quotes has gone up by 20% and the job may not happen until Sept. Metal supplies are poor along with labor. Ed will check with Karen to see if the ARPA funds can be encumbered.

Laura reported that the **Puzzle Table** has been semi-designed and quoted from Keith Livingston in Seabrook. The legs will imitate the ones on our meeting table. The wood was quoted to be poplar which is usually a paint grade soft wood, slightly harder than pine. Ed will check for oak boards in his log pile. We would like it to be on castors with a closeable top so it can also be a plain desk. Laura and Beth thought that a ¼" edge around the top would keep the pieces contained. We would have to paint the poplar or stain it to match the cherry. Beth said she uses sheet cake pans as trays which might be able to slip underneath for storage, similar to drawers on rails.

Linda Coe has not called Karen Anderson or Lisa Hayes re the new **Director's Search Committee**. There might be a candidate from the young parents group. Beth stated that the Director's job description should perhaps mention something about curating the collection especially with reference to acquisitions. Barbara will send out the edited Director's Job Description again for review.

Election: All officers were asked if they want to continue in their present capacity, namely Linda, Chair, Beth, Treasurer, Amy, Vice-Chair and Beverly, Secretary. With affirmative answers, Beverly proposed a motion to approve the same slate of officers as present for the coming year. Beth seconded and all voted affirmatively.

Policies: When were the By-laws last reviewed, the Code of Ethics and the 'Conflict of Interest' Policy that we all sign every year? These review dates should be double-checked.

Landscaping: Laura asked about renting a chipper for the slash pile at the back of the granite hill. Beverly may participate in that also. We will have spring cleanup day. Beth will buy the annuals for planting in the front. Laura volunteered to cut the forsythia back once it is finished blooming.

The inspection for **building repairs** was postponed due to inclement weather. We will do so by next month, particularly noting the staining on the granite sign, the front corner of the Library and the shed. The meeting adjourned at 5:15 pm upon a motion by Linda, seconded by Richard and all voted yea!

Next Meeting April 28 at 4 pm.

Beverly Mutrie,
Secretary