

Hampton Falls Free Library
Draft Trustee Minutes
March 23, 2011

The meeting was called to order at 7:02 pm. Attending were: Linda Coe, Beth Forgione, Beverly Mutrie, Amy Magnarelli, Hugh Schrier, Edwina Elaine Ahearn, Judy Haskell-Library Director, Richard McDermott-Selectman and Didier Matel.

Didier Matel updated the Board on the Cy Pres status. A “notice of decision” was received from Rockingham County Probate Court stating that the Oak Hill Cemetery did not appear in the required time so they were in default. The notice was mailed to Attorney Ganz on March 17, 2011 and she in turn mailed a “proposed order” to the court on 3/22/2011. The “proposed order” is a document that is set up so the Judge (Peter Hurd) just has to sign and date it and the Cy Pres is granted. We should expect the signed order in a few weeks. Then, it must be recorded with the Registry of Probate and the legal portion of the trust dissolution is complete. The next step would be to turn the building over to the Town. Initial conversations with the Town have been held. There has to be a formal acceptance and transfer of title of the building to the Town from the Library Trustees. An Attorney will need to draft the deed and file it. The question was asked if the Town Counsel should do this, since the building will be theirs. We will check with the Town when we are ready to proceed with the transfer. Bev asked if we had to announce the transfer. Didier said that the filing with the Registry of Deeds would constitute the announcement. Estimated costs would be \$150 for the Attorney and \$100 for filing fees. Not sure about any Real Estate Tax or if it would be waived for a non-profit. The Board wants to thank Attorney Ganz for all her efforts on our behalf. Didier will ask her what her out of pocket expenses were, so we can reimburse her. We may also give her a gift certificate. We thanked Didier for helping to make this possible and his service on the Board.

Election of Board Positions: Beth Forgione motioned that Amy Magnarelli be the Chair and Linda Coe seconded the motion. All were in favor. Beverly Mutrie motioned that Linda Coe be the Vice Chair, Beth seconded and all were in favor. Beth then motioned that Elaine Ahearn be the Secretary, Amy seconded and all were in favor. Linda Coe motioned that Beth Forgione remain the Treasurer, Amy seconded and all were in favor. Amy will document the Secretary’s job for Elaine.

Minutes from last meeting – A few corrections were made to the minutes. Richard McDermott spoke about actions the Selectmen will take to correct the plowing situation at the Library. The contractor will now plow up to but not over the granite curbing so we do not incur any more damage. The contractor will also shovel out all exits. He also asked about having Candidates speak at Candidates night. Linda said that the Board looked into it in the past but decided against it for a number of reasons. He also gave us the name of the contractor who painted the lines in the Town Hall parking lot – Kaz’s Fine Lines, phone # 749-7000 so we could get an estimate. Judy also showed us a machine that could be purchased for \$150 and paint for \$100 that could do the job, but we should get a quote first. Then Beverly Mutrie made a motion to accept the minutes as amended. Beth Forgione seconded the motion. Everyone except Elaine voted in favor. Elaine abstained since she was not at the February meeting.

Donations and Unanticipated Funds – Beverly Mutrie made a motion to accept the total funds of \$119.80. Amy Magnarelli seconded the motion and all approved.

Treasurer’s Report – None this month, but Beth did raise a concern about the oil costs. We budgeted for \$4,000 for 2011 (spent \$3,523 in 2010). If the cost of oil continues to rise we may overspend the budgeted amount. The flooding in December may also have contributed to the use of more oil than usual. The heat had to be raised and run longer to dry out the hall, office and meeting rooms. We should look at the usage over the last 3 years or so and compare it to this past December to see what the difference was and submit it to the insurance company under the Business Interruption portion of the policy. We should also do the same for the electric bill since dehumidifiers were running round the clock. On a good note, Judy was told that the schools we buy with usually do not use all the oil allocated to them so we could still buy at the lower price thru May, 2011. If we still go over budget, we can use donations or money from the book sale to pay the bill.

Director’s Report -

Judy has not had any update on Sam Hemond’s Eagle Scout project. This project would help us complete the Reading Garden.

Judy tried calling AH Thermo several times and has not heard from them. The heat within the building is not balanced so some areas are very hot and others cold. Judy also got an estimate from Coastal Heating but it was too high. Judy asked if it was a good time to ask Lojek Construction to install the new water heater upstairs (it is 10 years old). Treasurer, Beth Forgione, said doing it earlier in the year was better since it allows us to adjust the budget as the year progresses. The Board agreed to have Lojek install the water heater as soon as they could.

Book Sale on April 16th – There will be a preview day on April 15 where the prices will be double those of the 16th. Beth, Elaine and Linda volunteered to help on the 15th and Amy will help on the 16th. Trustees will also provide coffee. Sorting starts the week of April 11th.

Water Softener Maintenance - currently Judy just adds medium to reservoir when needed. We do not know what the system actually does so we need to understand what it is before we determine what maintenance is needed. Bev provided the name of John Patterson.

Continuing Business:

Volunteer Policy – will add a reference to the job description from within the Volunteer Policy. With that change, Amy motioned that we adopt the policy. Elaine seconded and all were in favor.

Credit Card Policy – The reason for the policy is to show Auditors that we have oversight in place. We already have a process where all the bills are reconciled by Judy, Beth and the accountant each month. We discussed adding items to the policy including limits and number of purchases per month, even selecting cards without fees. The fees however depend on the bank we use, so should not be part of the card policy but part of the Treasurer shopping for the best bank (Optima, TB Bank, Provident) for our investment and spending needs. She will be doing this over the next month. She will also consider automatic payments of the credit card to reduce lag and interest charges. The policy will be back on the agenda for April.

New Business:

Records Retention – Linda passed around some information collected from various RSA but the suggestion was made to ask Terry Knowles about it at the May Trustee Conference. Beth, Amy and Elaine may go to the conference.

Investment Policy and Strategy – The Investment Policy needs to provide for long term plans. The current strategy is to preserve what we currently have as principle and use earnings made on the principle for library purchases and upkeep. Beth stated that the funds must be in no-risk areas which limit us to CDs and savings accounts. Richard McDermott confirmed it. Since the interest is very low now the only thing we can do is ladder the CDs and look for the best option when they expire. Currently the CDs expire quarterly in January, April, July and September. Beth is notified prior to the expiration dates so we will review what to do at that time. Beth informed us that there is also money not in CDs that we should probably put in CDs and we agreed that some of it should. Beth will create a road map for the Treasurer position so the job and processes are documented.

National Library Week Appreciation Dinner for the Library Staff – since the book sale will be that week, we will postpone this until May. It is usually held the same night as a Trustee meeting. Judy will talk to the staff about a date.

Code of Ethics – a small change was made to the code. Amy motioned to adopt the amended code, Beth seconded and all were in favor. We told Elaine that she could take it home and read it, but she read it through and signed it with the rest of us. All Trustees have signed it for 2011.

Review of Calendar – add lawn care to April. Judy is getting estimates. She will call Bio Spray as an organic alternative. Salary comparison needs to be done again. Linda will provide Amy with what was done a few years ago and Judy will provide the sources.

Bev suggested that we paint books in the parking spaces, use it as a fund raiser and let them be reserved spots.

Correspondence: several thank you notes from the family of Robert Flynn (Judy's father), from the Capturing history Club and a letter from the Insurance Adjuster describing the work that was done (books dried, returned repositioned).

Amy Magnarelli made a motion to adjourn at 9:04pm and Beth Forgione seconded. All were in favor.

Next Trustee meeting is April 27, 2011.

Respectfully Submitted,

Amy Magnarelli
Secretary