

Hampton Falls Free Library
Final Trustee Minutes
July 28, 2010

The meeting was called to order at 7:00 pm. Attending were: Linda Coe, Didier Matel, Beth Forgione, Beverly Mutrie, Amy Magnarelli, Hugh Schrier, Judy Haskell, Library Director and Maryann Kasprzak, Selectman.

Minutes from last meeting – Several corrections were made to the minutes from June. Linda Coe made a motion to accept the minutes. Beverly Mutrie seconded the motion. All in voted in favor to accept the minutes as amended.

Donations and Unanticipated Funds – Beverly Mutrie made a motion to accept the total funds of \$111.94. Amy Magnarelli seconded and all approved.

Treasurer's Report – No budget report due for July, but Beth Forgione, Treasurer, did meet with Tina Bayer to review the budget and correct where several items were coded. Approximately \$1,000 was moved to Program materials and that category now has \$1,389 remaining. The Plumbing costs of \$962 for toilet and septic pump switches were in the correct category so they were not moved.

Director's Report

Heating System – After repeated calls to Scott Durant with no response, Judy is now getting an estimate from AH Thermo for repairs and a maintenance contract.

New Shed – Calvin Lord and the Boy Scouts did a wonderful job on the shed and we want to schedule a ribbon cutting. Judy will work with the scouts to determine the date. Punch and cake will be provided. We also want to have the local newspaper cover it. Judy also mentioned that there may be money left over from the project that could go towards buying shelves and/or storage bins. The estimate is around \$400. The Board also wanted a picture of the shed to be in the Library section of the next Town Newsletter.

Library Temperature – The thermostat is set at 78 degrees. Several patrons complained that the building was hot, so Judy surveyed other Libraries and found that they keep their setting lower. The Board told Judy to use her own judgment and adjust the thermostat accordingly.

2010-2011 Oil Pricing – the price is still not final. Current price seems to be at \$2.49 but it could go higher. This topic brought up discussion on the CoGen project that the Town will take on for the Town Hall and Safety Complex. We will be watching how that project goes to see if it is something the Library should do in the future.

Continuing Business:

Glacial Energy – Judy did speak to David Lane who did not recommend moving electrical service over to Glacial Energy at this time. Prices have been fluctuating too much.

Cy Pres Petition Update – Attorney Ganz sent material (Cy Pres petition, copy of J.T. Browns letter giving a building to Hampton Falls for a Library, Probate documents for J.T Brown's will and meeting minutes of Oak Hill Cemetery describing J.T Brown's bequest to them for a memorial) to all the Board members. She is waiting for a letter from Oak Hill Cemetery as the last item to complete her "due diligence". Bev Mutrie suggested that item 17 be updated to state that the Old Library building is now leased by the Hampton Falls Historical Society, a 501 C3 non-profit organization and list the expiration date of the lease. Didier will contact Lori Ruest to get the exact expiration date of the lease to the Historical Society.

The next step will be to publish a notice in the newspaper and have a public meeting to inform all interested parties about the petition. The information will also be put on the Library website. All present felt that the meeting should be at the Library and best time would be just before a monthly Library Board of Trustees meeting. Beth Forgione noticed that Attorney Ganz had to pay \$15 to request information from the Newburyport Historical Society and is ready to reimburse her if Attorney Ganz requests it.

Tech Advisory Committee – the committee recommended that we replace a computer each year, replace the printer with a wireless one which Hugh Schrier and his son have already installed, buy an LCD projector and replace InfoCenter – the software that tracks circulation, cataloguing and provides various reports. This software is no longer supported and does not provide adequate reporting. Judy is looking at Apollo, Gateway and a few others.

The Staff Competency surveys showed that the staff does need training to use existing databases and to provide training or help with ID protection, e-mail tutorials and the like.

Background checks –At the last meeting, Bev Mutrie raised the question of who is supposed to be hiring and approving Library hires. RSA 202-A-11-5 states that the Library Board appoints a library staff on the recommendation of the Library Director. The part time, temporary person who inspired this research is now gone, but we will keep this in mind going forward.

Trustee Code of Ethics – several codes were given out at the last meeting and one from another NH library was given out at this meeting. Amy Magnarelli will take the code that was preferred by several people, make a few changes and send it out to all for comment. It was agreed that every time a new member is elected to the Board (each March), we should review and vote on the code.

Action Items:

Bev Mutrie reminded the Board that the broken light pole was still on the grounds and that we should sell it for scrap. If we cannot get paid for it then, we should bring it to the White Goods Day and the Town can get the benefit. Amy Magnarelli will determine if she can have it cut and delivered to a local metal collection company.

New Business:

Sale of Bookcases in the Old Library – The Historical Society needs more space and wants to have most of the old oak bookcase removed. They are not needed at the new Library. Maryann Kasprzak said that the most equitable way to do this was to sell them through a public bid. However, Bev Mutrie and Maryann Kasprzak thought that they were given to the Town when Mike Farinola was the Chair of the Library Board. Bev Mutrie will look for the letter that was sent to the Town. Even if the letter was sent, we think the Town would have had to accept them. Didier suggested that this be tabled until the next meeting.

Town Newsletter Agreement – Each contributing area of the Newsletter has 4 pages, the new agreement states that if any area wants to add a page, they will pay for it. The Board felt that was acceptable. Didier signed the agreement and returned it to Judy who will get it back to Lori Ruest.

Grants – Children’s’ Literacy Foundation asked the HFFL to apply for a book grant. They provide a list of books that we can pick from.

Library Grounds – How to complete the Reading Garden is still an open question. Two designs are available (one is just ideas on paper and the other is a sketch). Judy will ask Jack Fermery if the Town Beautification Committee would be interested in helping after they finish the Town Hall. Susan Smylie and the Friends could also be approached. This will be on next month’s agenda. In the spirit of keeping the grounds and Library in good order, Judy said we should put money in the budget for weeding and gardening next year. Volunteers to do this work have not been forthcoming.

Correspondence – Amy Magnarelli read a thank you note from Carol Sanborn. It will be kept with the other Library correspondence

To DO ITEMS:

Didier will contact Lori Ruest to get the exact expiration date of the lease to the Historical Society.

Amy Magnarelli will take update Trustee Ethics Code, make a few changes and send it out to all for comment.

Amy Magnarelli will determine if she can have it cut and delivered to a local metal collection company.

Bev Mutrie will look for the letter that was sent to the Town about the Old Library contents/bookshelves

Judy Haskell will ask Jack Fermery if the Beautification Committee would be interested in working on the Library grounds/Reading Garden

Next Trustee meeting is August 25, 2010.

Motion to Adjourn was made by Beth Forgione at 8:55pm, seconded by Linda Coe, all were in favor.

Respectfully Submitted,

Amy Magnarelli
Secretary