

**Hampton Falls Free Library**  
**Final Trustee Minutes**  
**November 17, 2010**

The meeting was called to order at 6:59 pm. Attending were: Linda Coe, Didier Matel, Beth Forgione, Beverly Mutrie, Amy Magnarelli, Hugh Schrier, Judy Haskell, Library Director.

**Minutes from last meeting** – There were a few changes to the draft minutes from the last meeting. Beverly Mutrie made a motion to accept the minutes as amended. Linda Coe seconded the motion. All members were in favor of accepting the minutes as amended.

**Donations and Unanticipated Funds** – Beverly Mutrie made a motion to accept the total funds of \$385.47. Amy Magnarelli seconded the motion and all approved.

**Treasurer's Report** - discussion of the report was held until the discussion of the 2011 budget under New Business.

**Director's Report**

The water filter needs to be replaced. John Patterson can change it for us. Judy will contact him.

Judy has not been contacted by Epping Well on the sprinkler system estimate. She did check with Jay Lord about the effect the system might have on the shared well with the Fire Station and Jay was not worried about it. Judy will follow up with Epping Well to get an estimate.

Lawn Clean Up – will be done by J&B Landscaping – maybe they can also take care of the gardens at the same time.

Maintenance Schedule – Judy got one from Eric Small and has started to adapt it for the Library. She will keep the cost of each item in the schedule to help with future budgeting.

Budget meeting is November 30, 2010. For the members to be able to attend, we need to be the first item on the agenda. Judy will ask Eric if he can do this for us.

The Santa Party will be 12/4/2010 from 10-12. The Trustees will provide some food.

Central Signal had to come in and check the Fire Alarm. The battery was low so they replaced it and ordered two others. They also checked the panic alarm at the time. Cost will be around \$145.

Jay Lord inspected the fire extinguisher – need to make sure this is added to the maintenance list so it gets inspected and recharged each year (Around \$40).

**Continuing Business:**

CIP (Capital Improvement) meeting – Didier presented our requests for funds for building preservation (painting, trim replacement) and maintenance. Not many questions were asked and the request to put aside this money for future repairs was well received. The irrigation system could take money from the CIP budget or the Capital Reserve Fund which has approximately \$7,000 in it. Didier will ask Eric what happens to the money if we don't spend it all at the end of the 5 years. Can we make the request non-lapsing?

Judy will talk to Susan Smiley about raising funds for the Reading Garden.

Painting party for the meeting room – maybe over the Martin Luther King holiday weekend. Beth will send out a list of materials needed and we can sign up for what each of us will provide. Judy will pick out the color. We will come in after the library closes on Saturday, remove the bulletin boards and prep the walls for painting.

**New Business:**

We reviewed the Budget that Judy and Beth prepared for 2011. The part time salary and maintenance budget lines were increased. We also added 10,000 from the Library's own funds to line 740 – Tech Equipment and Software in anticipation of new Library Cataloging software needed next year. Materials will stay at 12,000 but we will spend \$3,000 of donation money to enhance that budget line. Library monies of \$3,100 were also added to line 710 – Land

Improvement. The total from the Library-owned funds proposed for the 2011 budget is \$16,100. The final proposed 2011 budget is \$3,500 over last year's.

A motion to go into non-public session according to RSA 91- A: 3II(a) was made by Beth Forgione at 8:42pm. Linda Coe seconded. All were in favor by roll call vote. Beverly made a motion to come out of non-public session at 9:15pm and Beth seconded and the public meeting was resumed.

Beth Forgione made a motion to seal the minutes of the non-public session and Beverly Mutrie seconded. All were in favor.

Didier read some correspondence. Beverly reminded us that the Town Report will be due out soon and that Judy and Beth will need to provide information for the report.

Didier Matel made a motion to adjourn at 9:17pm and Beth Forgione seconded. All were in favor.

Next Trustee meeting is December 22, 2010.

Respectfully Submitted,

Amy Magnarelli  
Secretary