

Draft Minutes LIBRARY TRUSTEE MEETING
May 23, 2019

Amy Magnarelli, Beth Forgione, Beverly Mutrie, Judy Wilson, and Linda Coe were present. Laura Pouliot was present as the alternate, and will not be voting this evening. Barbara Tosiano, the Library Director, and Larry Smith our selectman's representative, were also attending.

Amy called the meeting to order at 4

MINUTES OF LAST MEETING: Amy motions to accept the minutes as amended. Judy seconds the motion, all in favor.

Acceptance of donations and unanticipated funds for April, 2019 Unanticipated income for April was \$525. This included a \$500 donation from the Hampton Rotary Club for summer reading. Amy motions to accept \$525, Beverly seconds the motion, all in favor.

TREASURER'S REPORT: Rate for CDs has gone down to 2.5% (from 3%). Beverly makes a motion to purchase 2 Cd's (\$50,000 each) from People's United Bank. Amy seconds, all in favor.

DIRECTOR'S REPORT: Library staff had a tour of Wakeda Campground, and had a lunch for Carol while there. They have a small lending library at Wakeda, and restock on paperbacks at our annual book sale. Barbara would like to close at 5 on July 3rd. Beth made a motion to close early on July 3, Judy seconds the motion, all in favor. Barbara had an application from one of our substitute Library Aides for Leah's old position. Technically we can call this a promotion. Beth makes a motion to promote Erin from being a substitute into a part-time position. Amy seconded the motion, all in favor. The rugs need to be cleaned over the weekend. Barbara needs help moving furniture into the craft room Friday at 3, and then moving it back out on Tuesday morning. Carol's farewell party is next Wednesday. There will be a story in the Hampton Union about Carol's retirement. Backyard Birds program is coming up.

CONTINUING BUSINESS:

Report from Friends Meeting- Jane Shannahan Robart and Judy visited the old Greyhound track in Seabrook. This is now the Eureka Casino and they do have a community service program where they donate a certain amount of their profits to local charities. Jane and Judy submitted all the paperwork required to list the Friends of the Library as one of their partners. They are putting together a list of who their local partners will be, and hopefully the Friends of the Library will be on it.

Update on Backpacks - The Boy Scouts took out one of the backpacks to use as an educational tool for their hike to Pawtuckaway State Park. Barbara was interviewed by the Seacoast Scene about our backpacks, the article is forthcoming.

Records retention- We still need to clean out old paperwork upstairs.

Parking Lot- lines need to be repainted. Larry said there is no money in the Town budget for striping the lots this year. Barbara will ask Alexis Garrant (the Fire Lieutenant) if she could do the striping for us; she did the lot at the public safety building last year. A good short term solution to the parking shortage may be to put in a walkway between the library and the safety building so that people will not have to walk on Drinkwater Rd.

Memorandum of Understanding- We would like to clarify for future boards, who has what responsibilities in terms of maintaining the library building. RSA 202-A:4 states regarding maintenance: If a town has a public library, it MUST appropriate funds "sufficient to provide and maintain adequate public library service...or to supplement funds otherwise provided". When we present this to the town, the rationale for doing so is because at trustee meetings, trustee boards are

suggested to have this agreement as a point of policy clarification, this is considered best practices. We would like to reach an agreement while there is nothing contentious on the table. Should we review this document every March after the election? There was a conscious choice to not put anything in the MOU that said we would go before the CIP with our maintenance needs. We will discuss maintenance needs directly with the selectmen instead. Many towns have an agreement that the library runs the inside of the building, and the town takes care of the outside of the building. We currently take care of both the inside and outside of this building. The town has a mowing contract for town properties. Do we want to be included in that contract or are we happy keeping control over our own mowing? We think that Bateman (who does our lawn and the town common) does an excellent job, and do not want to lose his services; we would be willing to pay extra for this, but may want to get in on a bid with the town at some point. We would like the flexibility to join in on a contract or not. Whenever the town enters into a contract for services, they should notify the Library to see if we can get better pricing as a larger group. After discussion, we made a few changes to the document, and Judy will send out a clean copy to everyone for review. We can get on the agenda for the second selectman's meeting in June. (3rd Wed of the month at 4 – June 19 at 4?)

ACTION ITEMS:

Investment information- see above

Garden Maintenance Planning- The garden needs to be weeded, several of the shrubs need pruning. Should we cut down the forsythia at the back of the building because it is growing too close to the building? There is poison ivy on the lattice and the side of the shed that should be killed.

Building Maintenance-

Front of Building: has some green growth on it, as well as black specks that should be washed off. The bottom clapboard is peeling, the trim on window to the right of the front door is rotted.

North side of building: Soffit (or fascia?) board next to roof is rotted, there is also rot on the bottom corner trim board. The bottom clapboard is peeling and the new door needs to be painted.

Back of Building: Rotted trim boards up high near roof edge and on bottom trim board, and trim on small windows on either side of the big main window. Mildew and discoloration in many places.

South side of building: Trim around exit door is rotted, the trim board near roof edge has several rotten spots.

We were wondering if the siding is pressure washed, will the paint chip off? There are many spots of touch-up paint that are a different color than the main building, so maybe the entire building should be painted?

NEW BUSINESS ITEMS:

Documentation of Vacation Policy- Amy went through her calculations with the board. They can be put into an Excel spreadsheet to make the calculations easier.

Beth made a motion to adjourn at 5:45, seconded by Amy, all in favor.

NON-PUBLIC SESSION:

PUBLIC COMMENT:

CORRESPONDENCE: Carol and Barbara thanked us for the gift cards they were given for National Library Week.

NEXT MEETING: **June 27, 2019 at 4:00 p.m.**