

**Hampton Falls Free Library
Trustee Meeting Final Minutes
January 26, 2011**

1. Present at call to order at 7:00 pm were Didier Matel, Chair, Beth Forgione, Treasurer, Beverly Mutrie, Trustee, Judy Haskell, Director, and Hugh Schrier, Alternate Trustee. Absent: Linda Coe and Amy Magnarelli.
2. Also present were guests, Sam Hemond, candidate for Eagle Scout and his dad, Paul Hemond. Sam and the board discussed his ideas for improving the Memorial Reading Garden with another granite bench, pavers, low maintenance plants and perhaps screening from the road. He will seek advice from Bob Blackington or Jay Lord. We can help with fundraising and have some dedicated funds. Sam will develop some plans to show us in the near future. The walkway might be a second project for another Scout. Linda Coe arrived at 7:10 pm. Sam was thanked for his interest in helping the Library and its landscaping project.
3. The minutes of the last meeting were approved with an amended change of date to December on a motion by B. Forgione, seconded by L. Coe, with all approving.
4. The unanticipated income and donations funds totaled \$74.36 and were accepted upon a motion by B. Mutrie, seconded by H. Schrier and all approved.
5. Treasurer's report: B. Forgione reported that the Selectmen have received the final budget for 2011 which included \$3000 contingency line item. There was a .56 overspent discrepancy in the 2010 budget.
6. J. Haskell reported that the Risk Assessment Letter was submitted to the Selectmen (Eric). She is secretary to the Joint Loss Management Committee. Selectmen approved the policy.
7. The library had some minor issues to fix: remove paper products in the mechanical room, move the Mahjong table away from the door, and shovel the emergency exit exterior steps. We discussed who is responsible for shoveling the walkway and the path to the oil burner. B. Forgione will contact E. Small on this and also for him to remind the snow plow contractor of the Library's opening time.
8. Judy handed out several sample Credit Card Policies (Seabrook Library, Barrington Library and a government one) for our review and discussion next month.
9. The insurance company has been paying the contractors to repair the flood damage. The adjustor suggested replacing the cracked base on the men's toilet. We don't know who will have to pay for the replacement of the whole toilet with a new handicapped height one.
10. H. Schrier suggested that we eliminate the heating of the hot water in the mechanical room as perhaps there is no need for it to be heated just for the cleaners and it would save energy. J. Haskell will ask the cleaners to see if they can get along without it. We agreed that it would be a good idea otherwise.
11. J. Haskell would like the floors to be waxed in February since we missed the December waxing date due to the flood. We agreed that the waxing protects the new floor tiles.
12. Continuing Business: The Cy Pres petition is in progress. Attorney Ganz received proof of service to the Oak Hill Cemetery trustees and they have until March 1 to respond.
13. Trustee Election: We were sorry to hear that D. Matel will not be running due to time constraints. We appreciated his excellent leadership for the last year and hoped he would continue as a liaison with Atty Ganz until the Cy Pres Petition issue is resolved. He agreed.
14. New Business: John Ashak is interested in running for Library Trustee and B. Forgione will sign up to continue for another term.
15. Goals: We discussed adding the goal of compiling a Library Staff Payroll Comparison. A. Magnarelli has agreed to tackle it with B. Forgione's help.
16. A second goal is the review of the Volunteer Policy and our Investment Policy with an Investment Strategy spelled out so we can invest our funds wisely and safely. J. Haskell will draft a volunteer

policy for our review for next month. B. Forgione should call Emily Creighton from the North Hampton Library Trustees to discuss prudent methods of banking the Library's funds.

17. [We have not heard anything on the bequest from Joan Topp.]
18. B. Mutrie suggested the goal of updating the Hampton Falls Free Library's new trustee manual to be sure it includes all the policies, minutes, library laws, code of ethics, trustee handbook, and etc. as necessary to help a new trustee get up to speed. Outgoing trustees could hand over their manuals to the new trustee if possible.
19. B. Forgione offered to document the treasurer's and bookkeeper's methods and processes for future reference. We all agreed that it would be helpful.
20. Since there has been no response from our current HVAC contractor, J. Haskell will seek a recommendation from an alternate one from K. Kelley as soon as possible.
21. Candidates' night is February 15 at 6:30 pm with all hopefully attending.
22. Our next meeting will be February 23rd.
23. The meeting adjourned at 8:45 pm upon a motion by B. Forgione, seconded by L. Coe and all agreed.

Respectfully submitted,

Beverly Mutrie, Acting Secretary