

Draft Library Trustee Meeting Minutes
July 27, 2017

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Richard Mc Dermott and Barbara Tosiano were also in attendance.

Amy called the meeting to order at 4:30

MINUTES OF LAST MEETING: Beth made a motion to accept, Beverly seconded, all in favor.

Acceptance of donations and unanticipated funds for June, 2017 - \$47.00 for July. Motion to accept \$47 in unanticipated funds made by Beverly, Judy seconded, all in favor.

TREASURER'S REPORT: Other Professional services line is high because the alarm service bill under the wrong category (line 390); it should be in the line 630. Domain name registration fee is due every 5 years, and this year it was up again. This is why the internet line is higher than expected. Office supply line is high- this was for special labels for historical books and for new book jackets (which are not purchased every year). Payroll is on target for what it should be this time of year.

DIRECTOR'S REPORT: Beth noted that program attendance is good during the summer. Final remediation work was done, rug cleaning was done, air conditioner filters were also replaced. The side doors need some attention. The bottom of the right hand side of the North door is rotted, and the South door is splitting where the lock is. These doors are used as emergency exits, so they need to be functioning. We may need to put in some drainage near the concrete? Barbara has had 3 companies in to take a look and give an estimate for replacing the doors; none of the estimates have come in yet. Water filtration system was making a lot of noise, and is currently turned off. John Patterson from Water Expressions replaced a valve and flushed out the system, but it is still making noise. He will return next week to take another look. The front door is also broken and will be fixed as soon as Portland Glass can schedule it.

CONTINUING BUSINESS:

Investment Policy- We need to use the tax ID for the town and we will have a unique account. Beverly and Linda will begin filling out the form. Linda and Beverly explained their rationale behind choosing 3 different Vanguard ETFs to invest in- the Vanguard Mega Cap Value fund, Vanguard Total Stock Market and the Vanguard Growth.

Judy makes a motion for us to go forward with our investing action plan and put around \$5,000 in each of the ETFs listed above. Beth seconded the motion, all in favor. We have a draft version of an investment policy from June 2015 that Frank dePeters helped to write. Linda will forward to everyone, and we should review it before the next meeting. We need to approve this Investment Policy at the next meeting, and forward a copy of it to the Attorney General's office.

Gardening- drip irrigation is installed, Carlos has been keeping everything pruned. The gardens look good. Light posts out front are tipped over, and need to be straightened out. Evaluate outside of building- Barbara has a list of everything that needs to be fixed. Barbara can make a list for Carlos for what needs pruning and a list for Ted for painting.

Curbing- The selectmen have been informed of the problem with the curbing. It is on the list to be fixed when funds are available.

Generator- is 8,000 watts, will that power the heat and a few lights? We would need a shelter for the generator.

Update on Outreach Initiatives: Bookmark, and Cider & Donut Fall Program Preview- Judy and Laura turned the written survey into a survey monkey form available on the library website. George Koch put a link to the survey on the Hampton Falls Observer. Barbara will put a link on our Facebook page. The paper copy of the survey is available at Town Hall and will be sent out with the tax bills. Judy showed us a sample of the bookmark that will be handed out at the Cider and Donut fall program. There was discussion over turnout for the cider and donut program. We decided that it would be a good idea to present information on Fall programs on Oct.3 before the Lighthouse presentation rather than September 12th. Judy showed us an interesting article from the Boston Globe about what you can borrow from other libraries. These items include cake pans, tools, toys, musical instruments, sewing machines, etc. A recent PEW survey showed that more people want libraries to be community centered spaces, so many libraries have begun lending things that patrons might want besides books.

We have had 30 plus surveys returned to date.

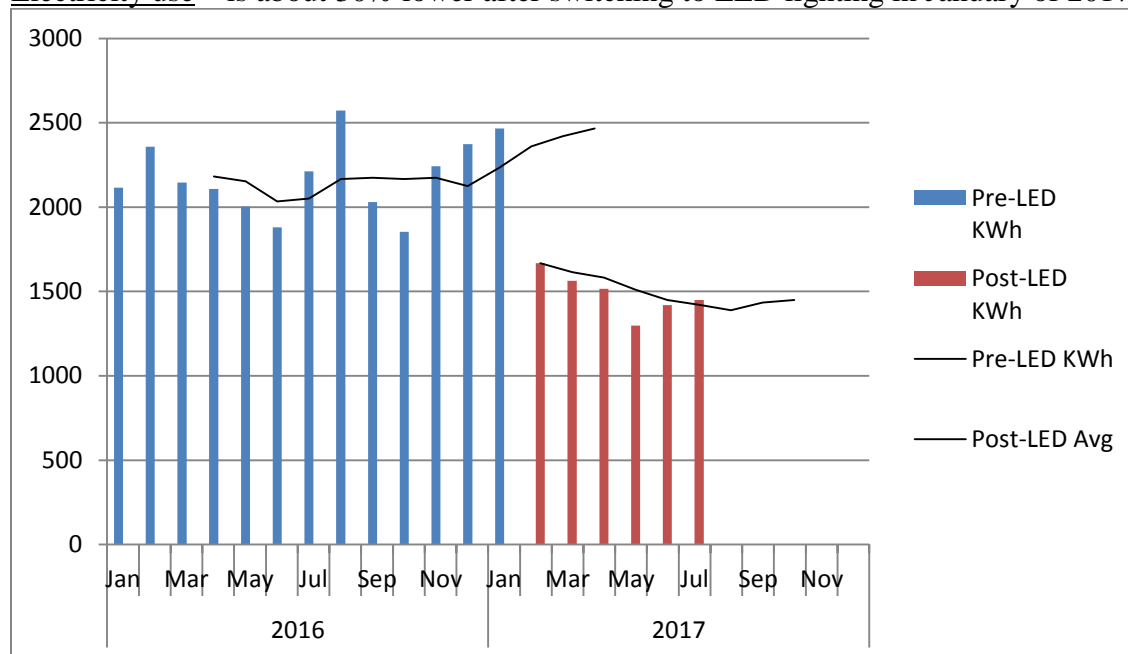
ACTION ITEMS:

NEW BUSINESS ITEMS:

Book sale- is it worth doing the craft fair as there were fewer crafters available last year? Barbara suggested a Library yard sale to get rid of extra chairs, magazine racks, decorations, etc.

Historical book case-Barbara knows where she will put it, but needs to figure out how many books would be displayed at any given time before the purchase is made.

Electricity use – is about 30% lower after switching to LED lighting in January of 2017.



NON-PUBLIC SESSION:

Beth made a motion to go into non-public session at 6:05 pm. Beverly seconded the motion. A roll call to go into non-public was taken, all in the affirmative.

Beverly made a motion to go out of non-public session at 6:15, Amy seconded the motion, a roll call vote to come out of non-public session was taken, all in the affirmative.

Beverly made a motion to seal the minutes of the non-public session, Beth seconded the motion, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE: Barbara sent a Thank You note to the kids from the Baptist Church who dropped off a basket full of goodies for the staff and to the Pimentel family for a donation.

6:25 Motion to adjourn by Amy, seconded by Beth, all in favor.

NEXT MEETING: Aug 24 , 2017 at 4:30