

Hampton Falls Free Library Trustees

Final Meeting Minutes

March 28, 2024

Attending at 4:00 were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Trustees with Laura Pouliot and Tom Shek, Alternates. Also attending were Joanna Meighan, Director, Erin Sniderman, Program Librarian, Amy Dorgan, Vice-Chair of the Friends of the Library and Ed Beattie, Selectman. Absent was Richard McDermott, Trustee. Tom Shek will be voting.

E. Sniderman stated that she has been researching the funding for replacing the front two double glass doors to make them ADA (pushbutton) compliant for some time. She can apply for two matching grants, one through the AARPA and the other through the Christopher Reeve Foundation. She would have to submit the application by this October. A Warrant Article will have to be proposed to accept and spend the funds next March. She proposed that the Town combine with the Library to install a pushbutton door at the Town Hall. A motion was made by B. Forgione, seconded by A. Magnarelli to proceed with the application. The Board /BOS should also check with the Fire Department and the Museum.

The Board noted that David Wagner, consultant for our Strategic Plan will be querying the public about the Library, their likes and dislikes. Erin formulated a checklist of stakeholders on Google Drive to indicate which residents were contacted to give their opinion.

E. Sniderman also proposed a 4 phase Landscape Plan for the Library's, but actually the Town's, grounds. It would begin with a Storywalk in the Reading Garden, go along the lot border behind the leach field and contain native plants. Around the Old Schoolhouse would be a Historical garden consisting of herbs, dye plants etc. that were in existence in 1722. The Conservation Commission would combine with the Library to have a garden of native pollinator plants around the rocky ledge outcrop toward the Centennial Tree. The last one would be a Reflecting Garden on the southern end of the building that would appeal to those just wanting to relax. All the gardens would have permanent signage and use the granite blocks at the town dump for seating. The Board was concerned about the cost of maintenance of all gardens after the installation. At least one of the gardens would be handicapped accessible and some might have paths out of crushed granite.

B C Bourassa Horticultural Services from E. Kingston, NH has estimated a cost of \$4000 to maintain just our building's perimeter perennial gardens as some larger shrubs need to be moved. After that, the cost of maintenance should be small as the shrubs almost take care of themselves. The Trustees could still plant annuals near the front of the building and the walkways. The Board would like Bourassa/E. Sniderman to send us a copy of the estimate and pictures of his past projects. B. Forgione stated that we would have to find funds in the budget to be able to afford this expense. We also wanted to know if the job could be phased. A. Magnarelli motioned to continue with the planning, B. Forgione seconded and all complied.

B. Mutrie motioned to accept \$497 in unanticipated funds, \$300 of which was for the Humanities Genealogy program, T. Shek seconded and all agreed.

The Friends of the Library will be working on their mission statement and their vision once the Strategic Plan is presented. They have purchased memberships in the NE Aquarium and the Massachusetts Trust for Reservations along with pickle ball paddles for the Library's collection.

T. Shek will be further researching a gable end vent cap to prevent what seems to be continuing water damage from rain getting in during storms.

L. Coe reported that she will search for tape for the furnace room vapor barrier and order it.

There is an up-to-date personnel policy on google drive. A. Magnarelli will add her edits, B. Mutrie hers and then others are welcome.

L. Coe makes a motion to accept David Wagner from Clear Mission Consulting to provide us with a Strategic Plan by end of October. T. Shek seconds her motion and all the voting trustees agree.

L. Coe reported that the Strategic Plan Steering Committee consisting of two of the Friends, the Director, and a staff person and L. Coe. L. Coe would like our approval to continue their oversight of the Clear Mission Consulting Service. We understand that the oversight frequency may change as the project comes closer to being finished in October.

T. Shek and L. Coe will attend the June 5th NHLTA conference. T. Shek will attend an orientation session which also might be given on May 7th. There is an April 13th Seacoast Trustees meeting in Greenland which also might be informative as well.

The Board signed the Code of Ethics and the last page of the revised By-Laws indicating agreement with both documents.

The Board went into non-public session upon a roll-call vote at 5:43 pm upon a motion by B. Mutrie, seconded by A. Magnarelli and all concurred by saying Aye. The Board will be discussing planned salary raises. E. Beattie, L. Pouliot, and A. Dorgan consequently left the meeting.

The Board returned to public session at 6:03 upon a roll call vote by B. Forgione, seconded by T. Shek and all were heard to reply Aye.

A motion to seal the non-public minutes was heard from A. Magnarelli, seconded by B. Forgione and all agreed. A motion to adjourn at 6:04pm was made by A. Magnarelli, seconded by T. Shek and all concurred.

Beverly Mutrie, Recording Secretary