

Hampton Falls Library Trustees

FINAL Meeting Minutes for August 22, 2024

Trustees present at 4:02 pm: Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, and Tom Shek. Laura Pouliot, voting Alternate also attended along with Joanna Meighan, Director and Erin Sniderman, staff. Absent: Beth Forgione, Treasurer and Ed Beattie, Selectman's Representative.

The minutes from July were accepted as amended with a minor deletion upon a motion by L. Coe, seconded by L. Pouliot and all agreed. The Board accepted \$78.99 in unanticipated funds upon a motion by L. Coe, seconded by B. Mutrie and all voted aye.

The Board will convene September 12 at 3pm to discuss the budget. The Director will post the meeting.

The Director reported that Summer Reading has finished with 80 signups. Most popular events were the Wildlife program and the Magician. The number of books read according to the children's journals was lower than previous years but the circulation was up. The Summer Reading programs for next year are in the works progress. The French Club is ongoing and the Genealogy Group will reconvene in October.

The adult program for the Rocket Quilts was very well attended with about 40 adults. The Book Sale on September 21 could use bakers, money collectors and book sorters. Gently used books are solicited. The Director has asked other Commissions and Committees in town to attend with a table so they can be represented at the Book Sale if they would like the publicity.

The Fire/Panic Alarm panel is still working, but due to it being 23 years old it will cost over \$10,000 to replace. We will be contacting other vendors for quotes as we will be proposing this before the CIP. We wonder about new carpet and wall paint, which might have to be replaced/redone in the near future. It might behoove us to learn the Strategic Plan recommendations prior to changing the shelving arrangements. The Strategic Plan summarized preliminary results were sent to all those interested by email. There will be another meeting with David Wagner for the final results.

We reviewed the Library of Things policy and accepted it as amended with the following change to the sentence in the indemnity agreement, "I agree to pay for the replacement of the borrowed item..." upon a motion by L. Coe, seconded by B. Mutrie and all concurred.

The Board discussed the Privacy Policy. The Portsmouth Library has a good policy that we should incorporate into our own. John Ashak will also be contacted for his opinion. We do collect emails and phone numbers but only in regard to return items borrowed. How do we keep the internet and online programs secure along with our Biblionix circulation program? L. Coe will attempt to put together another version with the Portsmouth policy as a template.

Erin Sniderman explained her visit with the Selectman about the story gardens. They were concerned about the cost to install. Erin explained her desire to apply for grants and will be sending out RFPs. We may need to make sure any donation funding method is legal. Perhaps we could afford to do the moving of the shrubs by Erin's chosen landscaper this fall as that is the best time to do so. The total cost for the fall clean-up and shrub transplanting was quoted at \$6500 which might be a couple of hundred more expensive now. The Budget meeting on September 12 will determine what we can afford this year.

Erin also explained the status of the ADA doors project. Integrated Door Solutions quoted the doors for the Library at \$8600 with just one side of the two sets of double doors being ADA. To do the whole town would be about \$45,000. The BOS was favorable for the town to go forward to the CIP once they have 3 quotes.

Erin also recommended that once these projects are underway that we make a “big deal” about them to show the town that we are proactive and concerned with more than books. We should be promoting our future programs online and in both newsletters. We do share upcoming information with Wakeda. B. Mutrie wondered if we ask the Town Clerk to share a packet re the Library’s hours, programs, etc. for newcomers and those interested. We may need another ‘floater’ type staff person to take the burden off the regular staff between the children’s, adult and other programs.

The meeting adjourned upon a motion from L. Coe, seconded by T. Shek and all voted yes at 5:40 pm.

Beverly Mutrie, Secretary