

Hampton Falls Free Library Trustees

Meeting Minutes

FINAL

January 23, 2025

Attending at 2:10 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, Tom Shek, Trustees with Laura Pouliot, Alternate Trustee and Joanna Meighan, Director. Ed Beattie, Selectman's Representative, was absent.

The Board met early to discuss the latest draft of the Personnel Policy, with new revisions regarding grammar, punctuation, bullets, a phrase re personal hygiene, etc. compiled by L. Coe. 'Chairperson' should now become 'Chair'. A. Magnarelli will draft a Disciplinary Process document based on the Town's policy. The Board will discuss that and the latest Personnel Policy revision for our approval and send to legal counsel next month.

At 3 pm the regular meeting was convened. The amended November minutes and the amended December minutes were both approved upon separate motions by A. Magnarelli, seconded by T. Shek, and all voted affirmatively. The January 11 minutes were approved as written upon a motion by A. Magnarelli, seconded by T. Shek and all agreed.

Unanticipated Donations of \$2828.88 were accepted upon a motion by B. Mutrie, seconded by A. Magnarelli and all agreed. The 2024 interest from the Trustees for the Trust Funds have not yet been forthcoming. B. Forgione will discuss this with the Town Administrator. The Board also needs to ascertain the balance in our expendable trust account for building repairs and maintenance from her.

Director's Report: The latest program on French Music was very well attended with 43 people and **overflow parking** needed. The after-school children's programs are full. There is drop-in morning Story Time, Messy Play with a Silent Reading Club for middle schoolers. Ninety people are on the email list for the Adult Book club. There were 33 people who came for the talk on scamming. All especially positive results.

B. Forgione reported that there is a Souper Sunday group meeting on January 27. The Library will provide two soups, bread and the utensils. L. Pouliot will make a sign stating "HFFL Trustees" and purchase plastic table cloths. We will ask for volunteer information by a spreadsheet drafted by B. Mutrie with check boxes for volunteer activities that need help. Trustees should attend to answer questions.

The Strategic Planning group will meet on Thursday, February 5th at 5 pm with the Space Sub-Committee group meeting Tuesday the 28th at noon.

L. Coe handed out a PR postcard drafted by Erin Sniderman to advertise the benefits of our Library for the SB2 session. We only pay our part-time help \$18/hr. There is a sign-up sheet for trustees to attend the monthly BOS meetings. There is also a list of possible Library awards, especially the one for small Libraries that we should pursue. The deadline is June. L. Pouliot will put a narrative together if she gets data from the Director.

The Board discussed the organizational structure of the Strategic Planning Committee. There might be a need to have a project manager or co-managers as specific projects need timelines with progress. Perhaps each sub-committee should take minutes, appoint heads who will then meet with a project manager to inform all.

The letter from the Library Coop re the state library Directorship was reviewed. The Board is in agreement with the stated position of the letter that supports the current acting director being elevated to Director.

The 2025 timeline was briefly reviewed. Four policies are added to review. B. Mutrie wondered how the Library can augment its part-time workforce. L. Pouliot mentioned that WHS has an internship available for juniors and seniors. The Board needs to make sure our Volunteer Policy allows for high-schoolers to work at the Library.

The meeting adjourned at 4:50 pm upon a motion by L. Coe, seconded by A. Magnarelli and all concurred.

Beverly Mutrie, Secretary