

## Hampton Falls Library Trustees

### Final Meeting Minutes

October 23, 2025

The Board of Trustees met at 4pm with Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer and Tom Shek, Trustees attending. Laura Pouliot, Alternate was appointed to vote in Linda Coe, our absent Chair's place. Ed Beattie, Selectman's Rep was also absent. Joanna Meighan, Director, was present.

The minutes from September were accepted as written upon a motion by B. Forgione, seconded by L. Pouliot and all concurred. L. Pouliot made a motion to accept \$2279.50 in unanticipated funds with A. Magnarelli seconding the motion and all agreed. The Director reported that the circulation for October was up 7.5% over last year. She attended the State Library's Policy Training and the SAL Director's meeting which discussed Key Policies. She brought several samples to review: Alternate Trustee Position, Director Removal from Position, Selection Policy re challenges, and the consequences of HB 273 re privacy of records. We also received a letter from Primex conveying their preferred language for a new Privacy clause. These will be discussed in further detail in the next few months.

The Library's carpet will be cleaned Nov. 11 and help will be appreciated to move the furniture on Nov. 8 at 1:30. Also the Multi-Purpose Room, the Vestibule and Bathrooms will have their floors polished on November 17. Furniture will have to be moved the Saturday prior. The hole in the north side skirt board will be fixed by T. Shek. Quite a few Hardie claps are rotting and need to be replaced before the building is painted, hopefully next year.

The Treasurer reported on her year end projections with about \$9600 yet to spend. The Board asked Erin Sniderman to get an updated ADA door quote so we can encumber 2025 funds. Erin reported that the ADA grant and the Christopher Reeve grant would not be available right away. J. Meighan will ask the town's admin to get on the BOS agenda for the next meeting re the doors. Another expense is the art rails for the adult section. A motion was made by B. Forgione, seconded by L. Pouliot to spend up to \$500 for the art rail system and all voted Aye. Other possible items to purchase would be a hearing loop for the Atrium for \$1200, new laptop for \$300, and more storage cabinetry for the MP room. The projector for the Atrium has been purchased and the old projector could hopefully be hung from the ceiling in the MP room and project onto a new screen. The Board would also like to have a pull up banner on a stand and perhaps a flag/banner for the roadside. Plant labels that match the Conservation Garden's labels should also be purchased. T. Shek offered to investigate impact or drip irrigation for the Story Walk, Historical Society, and Conservation Gardens. He will call Jeff Desrosiers Irrigation Company to check our parameters. A quote for a portable small privacy room for patrons will be obtained.

The Board tackled the need for staff raises based on the comparison of other small Seacoast libraries. J. Meighan proposed that the Outreach Librarian increase her hours from 9 to 12 hours, the Programming Librarian increase by 1 hour, the Children's Librarian, by 1 hour, Circulation Librarian remain at 15 hours a week and Substitutes, 1 hour. This would add to the budget's bottom line.

B. Forgione reported that the Health benefits will go up by 4.9% next year which means another \$1500 needed in the budget. The current bottom line of our budget will have to increase to \$245K or so. Our programming line item will be mostly flat as Erin S. has found some free programs. The HFFL is a programming Beta site designated by the New Hampshire Humanities programs, thanks to Erin too.

J. Meighan will draft a news item regarding the recent passing of Barbara Burns, former Circulation Librarian, and Richard McDermott, former Trustee and Selectman, as they both were important to the Library's efficient functioning and public relations. B. Mutrie will try to find pictures of Barbara Burns.

Meetings will start at 3 pm starting in November 2025. A new schedule will be posted by the Director. The Board voted to go into non-public Session (with the Director present) for staff raises at 5:25pm upon a motion by B. Forgione, seconded by L. Pouliot with all voting by roll call "Aye". The Board returned to public meeting at 6:22 pm upon a positive roll call vote after the motion to do so by B. Mutrie, seconded by L. Pouliot. A motion to seal the non-public minutes was made by B. Forgione, seconded by T. Shek and all approved. The meeting adjourned at 6:23 upon a motion by L. Pouliot, seconded by B. Mutrie and all concurred. *Beverly Mutrie, recording Secretary*

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