

Hampton Falls Library Trustees

Draft Meeting Minutes

November 20, 2025

Present at 3:07 pm were Chair, Linda Coe, Vice-Chair Amy Magnarelli, Secretary Beverly Mutrie, Treasurer, Beth Forgione and Tom Shek, Trustees. Also present were Laura Pouliot, Alternate and Joanna Meighan, Director. Ed Beattie, Selectman's BOS representative, was absent.

A motion to accept the October minutes as amended was heard from A. Magnarelli, seconded by T. Shek and all voted affirmatively. A motion to accept the amended (15% instead of 20%) October 31 special meeting minutes was made by L. Coe, seconded by A. Magnarelli and all agreed. B. Forgione will send L. Coe data from her treasurer's report on the proposed staff raises.

Unanticipated donations of \$57 were accepted upon a motion by L. Coe, seconded by A. Magnarelli and all concurred.

B. Forgione reported that the ADA doors will be purchased this year from savings and donations. She will ask M&T bank for their rates to compare with Citizen's. Otherwise the year-end projections are on track. We have two bids for the doors but still need to hire an electrician to set up the push button mechanism. Mark Sikorski has submitted a bid and would be the most economical. There will be another budget hearing with the BOS on December 3.

The Director's Report was given by J. Meighan. The new Town Calendar will be done for 4 months starting in January and the Library will provide it. There are some good increases in the circulation numbers, especially for the electronic books and the programs. T. Shek will be reporting these numbers to the BOS. We had an inquiry from a Wisconsin library about Erin Sniderman's instigation of the calendar and programs. Our carpet was cleaned during the holiday, but AM-PM was unavailable so the cost was more. The vestibule and multi-purpose room waxing will be done probably during the summer. Our major book supplier, Baker and Taylor is no longer in business, so other vendors will be used. The cost of books as gone up as well as the costs for each reading of a Libby or Hoopla electronic book.

J. Meighan reported on a regional Directors' meeting which voted to send a letter to the Executive Council to support a MLS Librarian on the committee to choose a new head of the NH state Library. Building updates: Two quotes for the ADA doors (\$7700 and ~\$5000) with electrician and material costs to be added. We might need to encumber the cost of the materials and need Mark Sikorski's estimate.

B. Forgione made a motion to hire Integrated Doors for \$7716 with T. Shek seconding and all voting positively. We would like the doors done by this December. B. Mutrie will report to the HFHS that ADA doors will be installed. The Story Walk signs have 3-4 sponsors and the backer boards are in. B. Mutrie has a laminator and will be in touch with the Director for the needed size and thickness of the laminating material. We can buy a new laser color printer with copier money.

T. Shek reported on his findings with Jeff Derosiers who believes we can upgrade the existing system to do drip irrigation on all new gardens as long as we have separate zones with separate times to turn on. He needs the number of feet that it needs to run and the number of feeds. We need a written estimate by year end. T. Shek will follow up.

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J. Meighan reported that Erin Sniderman will provide concept drawings for the front garden(s). They hope to add a plea for donations to the Library's website. They will also add an article for the Newsletter about the Story Walk garden.

Discussion of the Privacy Policy ensued in which we all agreed that the patron's list of current borrowings would be given as of the date approved by the Director and a Trustee. The consensus was to protect the card holder as much as possible. Permission to see the borrowings of a minor patron's account will be given to a parent or a legal guardian after proper documentation is shown, approved, and other users on the card are notified and their approval is also given.

The Board approved the Privacy Policy draft as written upon a motion by B. Mutrie, seconded by A. Magnarelli and all agreed. L. Coe will send her changes to the first draft to J. Meighan who will then pass them along to A. Magnarelli.

The Board will discuss merit awards at the next Board meeting in non-public session. B. Forgione will present the Board the financial ramifications.

J. Meighan requested that the Library be closed on Christmas Eve day as well as at 5 pm on New Year's Eve. The Board agreed.

The meeting adjourned at 5:05 pm upon a motion by A. Magnarelli, seconded by B. Forgione and all concurred.

Beverly Mutrie, Recording Secretary