

## Hampton Falls Library Trustees

### FINAL Meeting Minutes

December 18, 2025

Present at 3pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Tom Shek, Trustees. Laura Pouliot, Alternate, Joanna Meighan, Director and Terry D'Amore, guest, were also present. Attending online was Beth Forgione, Secretary. Absent was Ed Beattie, Selectman.

The minutes from November were approved upon a motion by L. Coe, seconded by A. Magnarelli and all voted affirmatively.

Unanticipated donations of \$170 were approved upon a motion by B. Mutrie, seconded by T. Shek and all concurred. Most of the \$170 was from cookbook sales but also there was a \$50 donation.

The Director spoke about the highlights of her report. The Winter Market was great! Sleigh Bells and Candles handed out to entice children to come to the Polar Express story time. The Kissing Ball craft had 23 participants in two sittings. Unfortunately, there were no more times to hold a third session. The PJ session for children had 2 sessions also with 57 participants. Drop in make an Ornament craft had 19 partaking. In contrast, the Christmas wrapping table has not been popular.

Our Story Walk signs' interiors showing pages of a youth book were installed which resulted in Erin Sniderman receiving a call from the author as she wanted a picture of the sign(s). This will be done once the HFFL logos are added to the signs. Erin Sniderman has also been invited to speak at a meeting of the IFLA in Toronto, Canada on April 15. Kudos to her. T. Shek will be reporting to the BOS this December. L. Pouliot will send out a sign-up sheet for the 2026 meetings and volunteer needs. There has been a new Spanish speaking group of about 6 people meeting for both learning the language and interacting socially. The French group continues its popularity with about 12 attendees.

The materials budget is about the same as last year, even though there has been more use of Hoopla and Libby which will increase our expenses. We discussed how to make patrons knowledgeable about the cost of Hoopla or limit how many books a month reserved/read. The State of NH has restored funding through 2027 to the State Library but there are quite a few unfilled positions. The State Library may see reduced hours. The Library opposes HB 214 which will restrict the governance duties of Library Trustees.

Treasurer: The year end financial projections are as expected with about \$2K uncommitted. There has been a pre-buy on oil and the ADA doors have been ordered. J. Meighan will double check the invoiced price. M. Sikorski has installed the electrical wiring for the push button opener and will be connecting it to the panel. He is pleased with the vendor so far. Some of the materials budget may be encumbered as books have been ordered.

Building: T. Shek is working on fixing the emergency light in the attic stairway. The bulb may have a battery back up during power outages. T. Shek will confer with Mark Sikorski about the best solution.

The Treasurer has included funds to pay for the January-April town calendar in our budget. She and the Director will be compiling their annual reports for the Town Report. There will be a meeting in the second week of January to review both annual reports.

T. Shek would like to purchase more art rails for the children's wing as they are at a discount now. He has permission to spend up to \$200.

It was reported that Selectman Gargiulo will contribute a bench to the Discovery Gardens. The Board is grateful but will still need to do a PR campaign in the spring for donations along with setting up the drip irrigation. Jeff Derosiers needs to know the extent of the drip lines before he can quote a cost.

Privacy Policy: Our first draft did go out for legal review. Since then, the Manchester Library adopted a policy that seems better and simpler as it only states that a parent or guardian can ask for a list of borrowed materials that are taken out on a minor's card. The Board would also like a hold harmless clause inserted. B. Forgione will compose a second draft policy to submit to the town's lawyer as time is of the essence. J. Meighan will inform our Lawyer of the hold on the first draft.

Overdue Library Materials Policy: There were changes made to the third paragraph so that materials may be renewed online, in person or by phone call. Another change was to state if borrowed materials are not returned by 56 days overdue, then borrowing privileges are revoked until overdue materials are returned or the invoice paid. Also, to be added is that It is possible for the borrower to replace materials in kind. The Board determined that sending a certified letter is optional.

A motion to go into non-public session was heard at 4:40 pm by A. Magnarelli, seconded by L. Coe for the purpose of discussing Merit Awards. J. Meighan, L. Pouliot and our guest, Terry D'Amore were excused. A roll call vote was made with all board members voting in the affirmative.

The Board returned to public session at 4:55 after a motion by A. Magnarelli, seconded by T. Shek and all voted by roll call in favor.

A motion to seal the non-public minutes was heard from A. Magnarelli. B. Mutrie seconded the motion and all concurred.

L. Coe made a motion to adjourn at 4:56 pm with A. Magnarelli seconding and all voting "Aye".

Beverly Mutrie, Recording Secretary