

Hampton Falls Library Trustees

Meeting Minutes

FINAL

April 24, 2025

Attending at 4:01 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Tom Shek, all Trustees with Laura Pouliot, Alternate (*voting today*) and Joanna Meighan, Director. Also attending was Ed Beattie, Selectman. Beth Forgione, Treasurer was absent.

The minutes from March 27 were accepted with two amendments upon a motion by L. Coe, seconded by A. Magnarelli and all voted approval. The first quarter's Treasurer's Report will be discussed next month. Unanticipated income of \$369 was accepted upon a motion by L. Coe, seconded by L. Pouliot and all concurred.

Director's Report: Our congratulations to Erin Sniderman for winning and L. Pouliot and L. Coe for applying to the ALA Ernest A. DiMattia Jr. Award. Erin will be accepting the award in Philadelphia and attending the conference. The board will discuss reimbursing her expenses once an estimate of the total is received. The Director stated that future Humanities Council supported programs are cancelled due to no funding and will inform patrons and residents of how to advocate for the return of funding. The Puzzle Contest was well received and will be repeated next year. The Conservation Commission's Bird Nest Box building activity was a "sold out" one. W. Harrington took videos of the families working on the boxes. There will be the last Humanities program re One Room Schoolhouses on May 14. The circulation numbers have increased by over 300 borrowings this month.

The Strategic Plan Committees reported:

- Outreach Sub-Committee is working on the new logo design and Erin's ALA award for *Innovation and Service to Community and Profession*. There are several more awards to consider. A celebration for Erin is being planned for June 11. More information by PC.
- Space Sub-Committee is researching portable noise cancelling panels and art hanging systems for the adult section for large group meetings. Both items will need funds in the budget next year. 'Sound' boards will be investigated (*sound deadening board on wheels*).
- Landscaping Plan will be available. Donations will be accepted for granite benches and other hardscape items. More information will be available through Seacoast Online, the Library's website and Facebook.

A, Magnarelli is looking into online reservation systems for our meeting room/spaces so signups could be done by date and/or by room.

The HFFL Volunteer Application was reviewed and several items deleted or edited. The Board will compare Sutton's Confidentiality Agreement with ours for needed edits. The HFFL proposed Volunteer Policy should add a clause that states "no one can volunteer if under the influence of drugs or alcohol". The Board wondered about bonding a trustee if he/she is handling cash and perhaps be background checked if dealing with children or vulnerable persons. The last sections under Volunteer Job Description were to be deleted. L. Pouliot composed a Volunteer Log which needs to be filled out when even the Trustees volunteer. Training should be provided to any volunteer, especially when working inside with the public. L. Pouliot recommends looking at Sutton's policy on Google sheets which states that outside

volunteer groups such as the Scouts, United Way or Timberland should have their own Liability Policy. The Board will review the edited draft again next month.

The Director reported that there has been no immediate progress on the replacement of the fire panel or hiring a painter for the building.

The Board of Trustees signed the Code of Ethics policy for the coming year. L. Coe will go to the NHLTA meeting this May.

L. Pouliot is spring cleaning the garden near the stone wall and the granite light pillars.

At 5:15 pm a roll call vote was taken upon a motion by B. Mutrie, seconded by T. Shek and all gave their consent to go into a Non-Public meeting for merit award discussions, Ed Beattie and L. Pouliot being excused. The Board came out of Non-Public session at 5:33 upon a motion by A. Magnarelli, seconded by T. Shek with a roll call unanimous vote. A. Magnarelli motioned to seal the Non-Public minutes with B., Mutrie, seconding and the Board agreeing.

The meeting adjourned upon a motion by A. Magnarelli, seconded by B. Mutrie and all concurred.

Beverly Mutrie, Secretary