

## Hampton Falls Free Library

Meeting Minutes

FINAL

May 22, 2025

The meeting was called to order at 4:01 pm with Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, and Tom Shek, all Trustees. Also attending were Laura Pouliot, Alternate Trustee, Joanna Meighan, Director and Ed Beattie, Selectman.

The Minutes from April were amended and approved upon a motion by L. Coe, seconded by A. Magnarelli and all concurred. A motion to accept \$90 in unanticipated funds was made by B. Mutrie, seconded by L. Coe and all agreed.

B. Forgione provided a treasurer's report for the first quarter. A ~\$300 legal bill for the Personnel Policy review was received. There is approximately \$950 in our current year's donation account. There are some percentages of expenditures on the report that seem erroneous. The Space Needs Committee can spend a budgeted \$200 for fixtures/furniture on the art rods or other space needs.

**Director's Report:** There were 8 new patrons which is unusually good. Most of those were from long-term residents, not necessarily from responding to the letter sent out. Most new patrons/visitors don't realize that we have digital resources.

The generator's ~\$250 battery will be replaced when any future service is scheduled. The town has sent out the RFP for painting the building and since there is a lack of responses so far, it will be resent.

A discussion occurred regarding our responsibility to manage and pay for what is a town's building's (the Library) maintenance. It has been deemed better over the years for the Library Trustees to manage our own facility as much as possible and join with the town when savings can be had.

Legislative updates were provided and discussed especially regarding children's library cards and parental rights. The Board will be discussing this again in regard to our policy once the legislature has finalized the new bills. The Director does not expect any future funding for Humanities programs.

**Outreach:** The magnetic calendar has been printed and a decision needs to be made to print envelopes (\$400) for an EDDM mailing or not. A postcard advertising Erin's award celebration on June 11 will be mailed tomorrow. The committee expects a new logo design to review by the end of the month. The current website will be redesigned and migrated to a new host by October. New email addresses for the staff are still to be determined. There will be a page for fundraising and landscaping. Information will be sent to LAS re our Summer Reading programs.

**Landscaping:** Erin will be working with Bruce of BCB Horticultural Services, our hired landscaper/horticulturist, to provide us with a drawn plan that the public can view and be used for PR.

**June 11 Celebration:** The Friends are providing the refreshments. Laura Pouliot will purchase two cases of Prosecco. Beth Forgione will check her supply of plates/glasses. A NHPR representative is coming to interview staff. All staff and Trustees should have name tags and be knowledgeable about our common 'talking points'. L. Pouliot will send out press releases, will contact NHPR and will send a press release/invitation to other Seacoast libraries and our State representatives. There will be a Powerpoint show running on the screen in the main room about Erin and the Library. There will be an opportunity to donate funds for flowers for the new garden. In the future, a large bulletin board in the current

computer alcove might be better on which to hang large posters. It would be easier to read better than a moving computer screen.

The Board reviewed the attorney's changes to the Personnel Policy. The Board voted to accept the redraft of the Policy as edited by the lawyer with the condition that typos and minor grammar changes will be made upon a motion by B. Forgione and seconded by A. Magnarelli with all concurring.

The Board voted to be closed on Saturday July 5 to allow for a longer holiday for the staff. A motion was made by L. Coe, seconded by T. Shek to that effect and all trustees voted in the affirmative.

L. Coe reported on the NHLTA conference that she attended on May 1. The Keynote speaker addressed new forms of library censorship such as cutting funding and restricting materials from minors. At the "Legislative Advocacy" session, Brodie Deshaies, legislative advocate for the NH Municipal Association, clarified electioneering vs. advocating. If a paid employee advocates for a certain position, it is considered electioneering. Library Trustees are unpaid, so any positions they take on legislation would fall under the category of advocacy. The board should keep up to date with current legislation that will affect libraries and should advocate for their library. It is important when advocating for the library that the board speak in one voice. If material is posted to the library website, it should state that it is from the Board of Trustees.

A weeding date was temporarily set to be May 30<sup>th</sup> for those that want to volunteer. They will be most welcome! A brief discussion about paying for background checks resulted in the Director or staff offering to pay for the \$10 background checks for volunteers and being reimbursed from the Treasurer.

A question regarding contacting Paul Montrone for a donation of plants from his nursery and gardens resulted in Ed Beattie offering the services of his wife, Tracy. Sherri Brown, on Brown Road, has also offered some plants from her garden for the Library's use.

A motion to adjourn was heard at 5:40 pm by A. Magnarelli, seconded by L. Coe and all agreed.

Beverly Mutrie, Secretary