

Hampton Falls Library Trustees

FINAL Meeting Minutes

June 26, 2025

Attending at 4:05 pm were Linda Coe, Chair, Amy Magnarelli, Vice Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer, and Tom Shek, Trustees. Also attending were Laura Pouliot, Alternate and Joanna Meighan, Director.

The minutes from May were accepted upon a motion by A. Magnarelli, seconded by B. Forgione and all voted affirmatively.

Unanticipated donations of \$177.39 were accepted upon a motion by B. Mutrie, seconded by A. Magnarelli, with all in accord.

B. Forgione motioned that the town issue a check to us for the interest/earnings of \$887.50 from our three trust funds held by the Town's Trustees of the Trust Funds. B. Mutrie seconds the motion and all agree. From now on, the Trustees of the Trust Funds need a motion and vote to do distribute funds.

The magnetized calendar was sent out by USPS using a list of residents from the Town that had many errors. It was deemed better to do an EDDM mailing without the magnetized backing and perhaps design a Library refrigerator magnet as swag. The Rec Committee is next up to gather the dates, format the calendar and mail it for the next 4 months. B. Mutrie or Karen Sabatini will provide dates from the HFHS. B. Forgione will contact Linda Savoy of the Rec. Comm. The Unitarian Church will also need to be contacted for the Carol Sing dates.

B. Mutrie asks about the assumption that another person would be needed this summer as the funds were budgeted for that last fall. J. Meighan responded that Erin is currently filling that role. B. Forgione will look at the budget's expenses to date and will determine whether a new person or how many more hours are feasible.

The Director reported that the Summer Reading for children had 75 sign-ups and the Adult Summer Reading had 62 interested. She also reported that the HVAC condensation drip pan leaked down into the checkout area due to a mouse nest in the Air Handler. She will ask the Town about a Pest Service as it would be cheaper to combine their services. The fire panel will be replaced by Hampshire Fire Protection for \$6156 upon a motion by T. Shek, seconded by A. Magnarelli and all voted aye. Would the Fire Department do the inspection every year and who is the Town's monitoring company? Perhaps we can get serviced concurrently with the Town's buildings. The painting of the Library, Town Hall and Museum buildings' RFP was sent out again.

The Strategic Plan's Outreach and Program Committees met. They will have a walk through on the Book Sale Day for interested residents and officials. PR will need to be done. The Board might also like to resurrect the plan for the walkway along Drinkwater Road as many more events host 50+ attendees.

A motion to increase the credit card limit to \$5000 was made by A. Magarelli, seconded by B. Forgione as more expenses for the lawn, books, Post Office, food and website expenses are now included. The motion passed. T. Shek asked the Treasurer to explore getting a rewards credit card from Citizens or another bank.

The Library Gardens Project: B. Forgione proposes to spend the funds from the Frying Pan Lane Fund first, then the donations and lastly, the Warrant Article. B. Forgione has offered to monitor the donations, pay the bills and send out thank you notes. B. Forgione, L. Coe, Erin Sniderman, J. Meighan are on the Fundraising Committee. Discussion ensued about various aspects of the Garden project, namely a Fundraising Committee, a Marketing Committee, the need for an official title, the project scope and time frame, scheduling volunteers, and a maintenance committee. The Friends should be asked to participate in the Committees. One of the questions to resolve is who picks the style of benches or pavers. All these subjects will have to be discussed in a separate meeting asap. Signs (18"x24" tablet on a pedestal) with a backer panel that could be changed out for each garden would cost about \$300 each. The sign posts will be set in concrete after the placement of the Story Garden walkways. There will have to be a Committee to determine language for the signs and the parameters of the donation of funds, too. Mulch will be coming for the Garden as watering in hot weather is a time-consuming job.

A motion by L. Coe to accept the Friends MOU as amended by separating the clause about approving the design and vendor selection by the Trustees with a second by A. Magnarelli and then all voted affirmatively so the motion passed. A suggestion was made to provide written communication about the Gardens' progress with the BOS and the Administrator beyond the monthly minutes.

L. Coe presented the two logo designs in Blue and yellow ink. The Board voted approval for the top design with the building being square above the open book.

A motion to adjourn was made by L. Coe, seconded by T. Shek at 6:35 that was passed unanimously.

Beverly Mutrie, Secretary