

## HAMPTON FALLS FREE LIBRARY

### FINAL MEETING MINUTES

SEPTEMBER 25, 2025

The meeting convened at 4:00pm with Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer and Tom Shek, all Trustees attending. Also present were Joanna Meighan, Director, Laura Pouliot, Alternate Trustee, and Ed Beattie, Selectman's Representative.

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

**Unanticipated income** and donations totaled \$54 and did not include any book sale monies. There was about a \$2500 refund from our previous oil company as we had paid in advance. The Book and Bake sale netted about \$1700 which was exemplary and will be accepted next month. B. Mutrie motioned to accept the \$54 with L. Coe seconding and all agreed.

B. Forgione commented on her **Treasurer's report** that showed everything was in line with expected expenditures as we have spent ~61% of the budget as of September first. John Ashak is pursuing the purchase of the electronic projector that will project upwards from near the floor.

**Director's Report:** The Space Needs Committee have been visiting other newer Libraries to get an idea of their meeting room configurations and use. The Director has been to a Trauma Informal Practices course for best practices if patrons are too stressed. Our boiler had a new aquastat installed and our septic tank was pumped. After school story times on Tuesdays and Thursdays are full. Kindergarten Club story time is ½ full. There will be a Tech Connect on Saturday the 27<sup>th</sup>, Tea Leaf Reading on Oct. 22 and various clubs meeting through mid-October. The Board would like find programs to replace the Humanities ones.

**Building:** The bottom clapboards especially on the south eastern side by the water spigot are punkie and need replacing. Erin knows two local painters that might be able to replace and paint the bottom boards. A mouse hole needs steel wool inserted. There are some funds in our Capital Reserve Fund to pay for the exterior work. We would like to like to find the west side property line corner pin near the road so the neighbor can be assured we are not encroaching. The Building Inspector will work with Hunter Stetz to find the corner pin with Hunter's surveying equipment. Ed Beattie also wishes that the corners of the lot be monumented with granite. We could possibly put in more shrubbery to add privacy.

**Garden:** BCB has been here this week and is removing brush, installing the mulch path and the signage for the Story Walk garden. L. Coe and B. Forgione will collaborated on sending a check to the sign company for the backer boards. B. Forgione is meeting with the Friends on the 8<sup>th</sup> of October to find a solution regarding donations for either plants, signage, or etc. We would like the forsythia moved from next to the building on the reading garden side to a better location.

The Open House in October is postponed. Perhaps there could be a Halloween themed walk through the garden with 'semi scary' decorations when the Story Walk garden is finished.

The Board discussed A. Magnarelli's spreadsheet regarding **salary ranges** for Seacoast libraries, plus small libraries vs large libraries. We seem to be on par except for the Director who seems to be underpaid by about \$6/hr. Raises will be discussed in the non-public session. We decided to increase the Director's range to be \$25-45, the subs range to be \$15-20, and youth services to become \$20-30/hr. E. Beattie believed there is a value to paying employees comparable to the surrounding towns.

A roll call vote was heard at 5:00 to go into Non-Public session after Ed Beattie, L. Pouliot and J. Meighan left the room. The purpose was discussion of individual's salary projected increases.

The Board returned to public session at 5:16pm upon a motion by T. Shek, seconded by B. Mutrie and all agreed. A vote to seal the non-public minutes was in the affirmative after a motion to do so by B. Forgione, seconded by L. Coe.

L. Coe mentioned that due to surgery, she will be absent from the next regular Board meeting. A. Magnarelli will probably be chairing that meeting unless we change the date. B. Forgione will be working on the bottom line of the budget after the discussion about salary increases and the probable increase in the budget. There might have to be another meeting to review the final numbers.

The meeting adjourned at 5:35 upon a motion by B. Mutrie, seconded by T. Shek and all concurred.

Beverly Mutrie, Secretary