

Hampton Falls Free Library Trustees

Final Meeting Minutes

May 28, 2026

Attending at 4:05 pm were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Beth Forgione, Treasurer and Tom Shek, all Trustees. Also attending were Terri D'Amore, Alternate and Director, Joanna Meighan. Ed Beattie, Selectman's Representative, was absent.

The minutes from April were approved as amended upon a motion by A. Magnarelli, seconded by T. Shek, and all voted affirmatively. The minutes from May 7 were approved as amended upon a motion by L. Coe, seconded by A. Magnarelli and all agreed.

Unanticipated donations were received totaling \$232.99. B. Mutrie motioned to accept that amount with T. Shek, seconding and all concurred. The Treasurer has submitted the corrected April report but the "Heat" line item needs editing as well as some payroll amounts.

The Director reviewed the programs for June, namely an FBI speaker on Cyber Crime starting June 4 at noon, Mahjong class on June 5, Building Brain Healthy Habits, June 10, Prince Whipple on June 17 and the Garden Ribbon Cutting on June 20. E. Sniderman will send invitations to the BOS, Fire, Police and Administrator for the last event.

Building: We have received bids from Certa Pro for about \$12K for carpentry repairs and painting of the front and road facing sides. D. Lariviere bid about \$3600 to make carpentry repairs to the whole building. He also bid \$1125 to replace rotting boards on the shed except for the doors. B. Forgione motioned to hire Certa Pro for the Library Building repairs and painting with A. Magnarelli seconding and all concurred. L. Coe has permission to sign their contract. Dave Lariviere will be hired to do the shed repairs before year's end. T. Shek has been working on fixing the public toilet. The softener/conditioner water system is old and is rusting out and will need replacement. A water test was done with the results to be determined. E. Beattie and the BI will be contacted re landscaping water. The Selectmen have agreed to plant a 250th tree near where the Creighton Maple was located.

Garden: The black metal garden bench has been placed and looks great. A donor sign will be purchased, hopefully with delivery before June 20. Signs for the plants in the Story walk will be the same as those in the Conservation Garden. Planning for the Garden Party will continue on June 12th at 10am. Refreshments, games, face painting, etc. will be discussed. Hopefully, the Fire Department and the Friends will help.

Personnel Policy: A couple of suggested changes to the vacation policy and adding hours in section 10.2 (part-time employees vacation hours calculation) will be added. A discussion regarding editing the maternity leave and accrual of vacation time sections will be held next month. T. D'Amore will send the wording in her Personnel Policy regarding the above for reference.

NHLTA Awards: The Trustees will be nominating a Trustee, the Director and the Library for the NHLTA yearly awards. All Trustees are in favor and will sign a letter to the Trustee Association stating so. The award narratives will be sent out.

The Treasurer reported that our current Investment Policy editing is waiting on J.P. Pontbriand's advice. The M&T checking account transition had to be done before investing funds in the NHDIP. The latter is thought to be more work for the Treasurer. The interest rate comparison will be reviewed.

The Director will be asking the Board to add a new AI policy that will have guidelines, policy and procedures for any material challenge requests. A form will also be needed for each request and a time limit. The meeting adjourned upon a motion by L. Coe, seconded by A. Magnarelli at 6:00 with all voting "Aye".

Beverly Mutrie, recording Secretary