

**Hampton Falls Library Trustees**  
**Final Meeting Minutes**                      **July 25, 2024**

Attending at 4:03 were Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, and Beth Forgione, Treasurer. Also present was Joanna Meighan, Director. Absent were Tom Shek, Trustee, Ed Beattie, Selectman's Representative, along with Richard McDermott, and Laura Pouliot, , Alternates.

At the last Selectman's meeting, R. McDermott was appointed alternate and Tom Shek was appointed trustee, to fill the remainder of Richard's term.

The Minutes from June were reviewed and a correction made that B. Forgione did not attend the Friends meeting, so the information came from the minutes and J. Meighan, who did. Also, the sentence about Amy Dorgan will be stricken. The motion to accept the June minutes as amended was made by B. Forgione, seconded by A. Magnarelli and all voted Aye.

Unanticipated donations of \$510.50 were reported. \$300 was for the Humanities Council for the Kevin Gardner program. B. Mutrie made a motion to accept the \$510.50 with L. Coe seconded and all concurred.

We will be discussing a **Technology Plan**, its potential costs, and its interaction with our privacy policy. L. Coe will ask her husband about domain name costs, as J. Meighan would like the staff to have their own email address with the Library as the host. We will invite John Ashak to come to a meeting to explain the options, too.

**The Treasurer's report** was reviewed. B. Forgione will be doing a Vanguard report every month. We will hold a pure Budget meeting in early-mid Sept.

**The Director's Report:** Summer Reading has over 70 adults with 75 children and positive attendance for the Wednesday night programs. The Energy Audit results recently sent out seemed to be a good report for our efficiency.

**Display Policy:** A change was made to the first line to omit the first "exhibit". Also changed was the form on the second page to say, "Requested Exhibit Date" and "Date Request Made". A motion to accept the revisions was made by L. Coe, seconded by A. Magnarelli and all agreed. J. Meighan would like to obtain picture rods and a picture rail to hang pictures in the adult and children's section without banging nails in the walls.

The **Strategic Plan** has finished the comment section. There will be a Vision session on August 5 from 3-6 pm. The trustees, the staff, some of the Friends and various residents will be asked to attend.

**The Library of Things Policy:** We would like to make sure that the patrons who take out Wonder books at \$60 apiece know about the reimbursement cost if lost or damaged. We will tell the patron that they are expensive and fragile when checked out. The Board decided that no fines would be charged, but rather they would be penalized by losing take-out privileges for a certain amount of time. Yoto Box and Yoto Mini electronic readers will be listed on the Library of Things policy. The Board will vote on the revision next month.

The Board reviewed the **Safety and Security Policy** and decided to delete the Weapons Policy. The existing Building Safety and Security text will become Procedures for the Staff to follow. The Consequences and also the Patron Appeal Procedure sections will be added to the current Behavior Policy. The Director would like to make sure our data on patrons' borrowing history remains anonymous. There will be a sub-committee to discuss the fine points of Security. What do our external vendors keep for information on us?

**Donation:** J. Meighan brought to our attention that a painting of a mother and girl reading a book was offered to the Library by a resident. The Board discussed it and decided that we have to decline acceptance at this time.

**Credit Card Policy:** B. Forgione and J. Meighan will be using a credit card to pay as many bills as possible as there is no delay in sending the checks out as there is now. The credit limit can be increased. B. Mutrie made a motion to use the credit card as much as possible provided there are no extra fees. L. Coe seconds and the motion passed.

**The Landscape Plan** with 4 individual gardens was put on hold due to Erin Sniderman's time constraints. The Board would like to start this project next spring, perhaps one phase a year. We will add some funds to the Land Maintenance line for next year's budget or use some of our donation funds. The Board would like E. Beattie's advice on whether we need an RFP and 3 bids or not. We believe the Town would have to okay installing gardens on their land. L. Coe will ask Rachel Ward to hire someone to spray the poison ivy. B. Forgione and her neighbor will attempt to weed the Library's front garden.

B. Mutrie asked about the ADA door project. The needed hardware may be inexpensive but the labor might be costly. Erin S. would like the whole building and perhaps all town buildings to be ADA compliant. RFPs would have to be submitted. It may be simpler to upgrade just our doors with the help of a grant.

The meeting adjourned at 6:20 pm upon a motion by A. Magnarelli, seconded by L. Coe and all agreed.

Beverly Mutrie, Secretary