

## Hampton Falls Library Trustees

**Meeting Minutes**

**FINAL**

**February 27, 2025**

The Board of Trustees convened at 3 pm with Linda Coe, Chair, Amy Magnarelli, Vice-Chair, Beverly Mutrie, Secretary, Tom Shek, Trustees, and Laura Pouliot Alternate Trustee. Beth Forgione, Treasurer, was absent. Joanna Meighan, Director and Ed Beattie, Selectman, were also present. L. Pouliot was appointed to vote.

The Minutes from January 2025 were reviewed and accepted upon a motion by L. Coe, seconded by A. Magnarelli and all concurred.

Unanticipated funds acceptance will be done next month.

The Director's Report was discussed. The monthly attendance numbers are better than normal. The Program Committee's Game Day will be on March 8 for families. Adults will be instructing newbies on the rules of various board games. The Adult Book Club continues along with the Cookbook Club doing Vegetables, a Cockade craft on March 8 along with the Exeter DAR. The Director advised us of the plumbing issue with the Staff's toilet that T. Shek was able to repair once the new pressure tank was received. Our gratitude to him is overflowing.

The Director discussed the current legislation in the state of NH. L. Pouliot will send out information on how to contact our legislators. Of particular concern is HB 324 which prohibits minors from accessing "harmful or obscene" materials and carries a \$1,000 fine. We wondered about the definition of "harmful"? This bill may only pertain to school libraries at this point in time. We are also concerned about HB 273 which allows parents to access all of their minor child's library borrowing records. At this point most of our patrons with minor children hold a "family library card" which does allow parents to know what their minor children are borrowing.

B. Mutrie suggested that contacting new residents to town in the last few years using the assessors/town clerk's real estate transfer list would be a good way to gain more patrons. An invitation letter will be sent to all with L. Coe donating the stamps. There will also be an Open House to include "Bring a Friend" invitees.

L. Pouliot reported that L. Coe, Trustee, and Leah Knowlton, Youth Services Librarian, are nominated for their outstanding contributions to the Library over their participation years. Wendy Harrington has also been nominated for her Technology expertise. L. Pouliot is working on composing the supporting information and gleaning accolades.

L. Pouliot of the Community Outreach committee is also asking for active participants to be able to promote the Library's activities. The group will be using the original list of Friends and the pre-Strategic Plan participants. The sign-up list will be using Sign Up Genius and needs a person to update the mailing list.

A column about volunteer opportunities will be put in the Newsletter, on the Website and through the Town's newsletter. Also, an Amazon wish list will be there for those who wish to donate items to the Library. Maybe a 'Giving Tree' at the holidays would be helpful. Snacks are needed for Game Day.

T. Shek reported on the Space Needs subcommittee re their 'projects'. T. Shek has cut down the table legs to compensate for their additional castor height. The Adult Meeting Space has had the puzzle table moved to the Main Room, the tables rearranged and there could be folding partitions to keep the noise down. The Meeting Room needs plastic storage boxes and help organizing the storage. The stacked chairs are now in the boiler room. The Staff will be keeping track of actual numbers for each event held along with the need for tutoring space. One patron complained that we did not have ADA doors.

Souper Sunday event will be discussed at the next program meeting. There will be a puzzle contest with new puzzles from Ravensburger and support of Diversions, a Portsmouth company. T. Shek suggested a clamming event in the later spring.

The revised Personnel Policy was discussed. There were a few punctuation errors and one sentence change re the payroll schedule to comply with the Town's schedule. A motion to send the amended policy to the attorneys was made by L. Coe, seconded by L. Pouliot and all concurred.

The Discipline Policy and Discipline Process documents were reviewed. The Policy will also be added to chapter 6.4 of the Personnel Policy. B. Mutrie will retype the Town's Disciplinary Process and A. Magnarelli will add 'probation' to her Policy along with "5 types" instead of 4. The Director will ask the Town for an electronic copy of the Pre-Dismissal Checklist and the Disciplinary Counseling Notice if available.

The Volunteer Policy was discussed with the main issues being background checks for under 18 year-olds and liability in general. The Board or the Director will ask Primex to find out more about needed liability coverage. There should be emergency contacts for everyone and a form for confidentiality, The Director will also check with the State Library Trustees Board for recommendations.

A motion to adjourn was heard at 4:55 from L. Coe, seconded by L. Pouliot and all voted in favor.

Beverly Mutrie, Secretary