

Joint Meeting: Board of Library Trustees & Library Building Committee  
Minutes of the November 18, 2025 Meeting  
Hanson Public Library  
132 Maquan Street, Hanson, MA 02341

### **Library Trustees Meeting Only**

In attendance for Library Trustees: Dianna McDevitt, Karen Stolfer, Corinne Cafardo, Linda Wall, Pam French, not present John Papp and Teresa Santalucia

#### **Call to Order**

- Corinne Cafardo called the Board of Library Trustees meeting to order at 6:03PM.

#### **Approval of Minutes of the Board of Library Trustees**

- Corinne made a motion to accept the minutes of the October 28, 2025 meeting. Linda seconded it. Motion passed 4-0, with 2 members not present.

#### **Approval of Minutes of the Board of Library Trustees**

- Linda made a motion to accept the minutes of the November 1, 2025 meeting with a minor change to delete the wording in bullet 2 after *hybrid design*. Corinne seconded it. Motion passed as amended 4-0, with 2 members not present.

#### **Director's Report**

- Director's Report – Refer to the handout
- Statistics – Refer to the handout.
- Financial – Refer to the handout.
- Programming – Overview of October 2025 programming.
- Draft of Calendar of Events December 2025– Refer to the draft calendar sheet.
- Building/Maintenance – Refer to the handout. Jude is trying to stay on top of the leaves especially around the front entrance. Generator received maintenance and a few minor issues were covered under warranty.
- Other – Refer to the handout. Due to the union contract, the library will be open from 9-12 on both Christmas Eve and New Year's Eve. The Fire Dept advised new parts were needed for the defibrillator in the lobby so they were ordered and installed by the deputy fire chief.

#### **Unfinished Business**

- **FY27 Action Plan** (Refer to the handout).
  - Under "We Open Our Doors to All" section:
    - Change wording under "We ensure that library services are delivered with sensitivity and care to people of all ages, educational levels, interests, and social and cultural backgrounds."
      - Wording will be changed to spell out meaning of WH KIND.
    - Change wording under "We look outward into the community to identify barriers encountered by those using the Library and seek ways to remove those barriers."
      - Wording changed to: *Seek ways to increase the number of programs that are free to library users.*

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- Change wording under “We serve as a bridge to other libraries and communities through our access to libraries statewide and beyond.”
  - Wording changed to: *Look for opportunities to block book performers with other libraries **or organizations** to reduce programming costs.*
- We will review this again in 6 months.
- Corinne made a motion to accept the Hanson Public Library FY2027 Action Plan as amended, seconded by Linda. Motion passed 4-0, with 2 members not present.

### **New Business**

- **FY27 Budget**
  - Karen reviewed the Draft of FY27 Budget (Refer to the handout). She is planning to ask the Union if she can budget the Youth Librarian position for 35 hours but have the current employee only work 30 hours. If not, then she will see about posting for a 5-hour part-time position for Mondays. Per Town Hall, it’s a level-service budget.
  - Corinne made a motion to accept the FY27 Budget with a Total Proposed Budget of \$635,087. Motion passed 4-0, with 2 members not present.
- **Ellen Gustafson Memorial Donation**
  - Arnie Johnson reached out to Karen about making an additional donation in memory of his sister Ellen Gustafson. Linda will reach out to Arnie.

### **Date of Next Board of Library Trustees Meeting**

- Tentative next meeting will be Monday, December 1, 2025 or Monday December 8, 2025 at 5:30PM with the Library Building Committee meeting with members of the Select Board.

### **Attachments:**

Trustees Agenda 2025-11-18

Draft Minutes from October 28, 2025 Hanson Board of Library Trustees meeting

Draft Minutes from November 1, 2025 Hanson Board of Library Trustees meeting

Director’s Report dated August 26, 2025 which includes Statistics, Financial, Programming, Building/Maintenance, Programming Statistics, December 2025 Calendar of Events, Draft of FY27 Action Plan.

Draft FY2027 Proposed Library Budget

### **Board of Library Trustees and Library Building Committee Joint Meeting**

In attendance for Library Building Committee: In person - Linda Wall, Teresa Santalucia, Pam French, Corinne Cafardo, Melissa Valachovic (arrived 6:54 pm); Virtual - Tom Hickey

Also in attendance: In person - Mark Champagne from P3; Virtual - Matt Oudens, Marika Kobel, and Jenni Wilson from Oudens Ello, Lisa Giersbach, Jonathan Kuhr, and Gigi Saltonstall from G2 Collaborative

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**Call to Order Library Building Committee**

- Corinne called the meeting to order at 6:37PM.

**Approval of Minutes from October 28, 2025 (Library Building Committee vote)**

- Corinne made a motion to approve the minutes from October 28, 2025. Linda seconded. Motion passed 5-0 (Melissa not yet present).

**Building Project Marketing Update**

- Pam provided an update on marketing. She mentioned the newspaper article that was recently published in the Patriot Ledger, the PSA that was completed and is now available online, and newsletters going out to subscribers through P3.

**Review Building Layouts from Oudens Ello and Discuss Parking and Conceptual Landscape Ideas with Landscape Architect**

- Matt and Marika reviewed the changes to the plan from the previous meeting, then Committee members made comments.
  - Teresa would like to see access to the kitchen from the lobby and asked about the shelving for the Library of Things collection.
  - Tom asked about off-hours and bathroom access to the smaller meeting rooms, how access through the existing library doors would work, and about the possibility of putting parts of the collection in the individual study rooms.
  - Linda asked about off-hours locker pickup – these could likely be incorporated by the new staff entrance since they are not aesthetically appealing. She would like to see a covered porch outside for adults and an area or room for a makerspace.
  - Karen asked about a staff-only bathroom for the children's desk staff, the size of the story nook, and the possible location for a bike rack.
- The landscape architects presented their ideas for the area which included a rain garden to manage stormwater and distinct sections within the reading garden to create a layered effect.
  - Karen mentioned the fire hydrant near the existing entrance and about incorporating the outdoor learning center that had been discussed previously.
  - Corinne asked about the possibility of moving young trees – this would likely be possible.
  - Teresa asked about a flagpole and mentioned the garden beds behind the Senior Center.
  - Linda asked about the outdoor space being able to accommodate 100 people and having a projection and sound system, as mentioned in the Library Building Program.
  - Tom asked about charging stations, requirements for emergency doors, and a walking path around the entire building.
  - Karen said the Senior Center will need access to the kitchen by another way for the Meals on Wheels program.

**Adjournment of Board of Library Trustees**

- Dianna made a motion to adjourn the meeting at 8:43PM. Corinne seconded. Motion passed 5-0.

**Adjournment of Library Building Committee**

- Tom made a motion to adjourn the meeting at 8:43PM. Linda seconded. Motion passed 6-0.