

**North Hampton Public Library
Board of Trustees
Working Session**

Date: 2019 September 30, 6:00 pm

Location of Session: North Hampton Public Library

Meeting Not Recorded by Video

Attendees:

Chair:	Susan Leonardi
Treasurer:	Jacqueline Brandt
Secretary:	Kathleen Kilgore
Library Director:	Susan Grant
Assistant Library Director:	Liz Herold
Alternate:	Emily Creighton

Guest: Ron Lamarre

Disclaimer – These minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Board of Trustee.

The intent of these minutes is to provide a summary of the essential meeting content and not a transcription.

Board of Trustees Working Session

Public Attendance

George Chauncey

1. The meeting was called to order at 6:09 pm by Susan Leonardi
2. CIP Update:

Jackie did not sign the CIP final report after speaking with Counsel, with the concern of the legality of the process and final report. She provided a written statement as to why she did not sign.

3. Expansion / Renovation Presentation Document Review
 - Meeting with the Committee & Boards. Draft the request to meet and present.
 - Social media campaign for website and Facebook page
 - Sessions to present the plan and answer questions leading up to the March vote.
 - Feasibility Study still in process, not quite complete – is being complied.

4. Strategic Plan – set goals and evaluation criteria

No discussion

5. Lavallee Brensinger invoice and survey

- **Motion: I make a motion we approve payment of Lavallee Brensinger Invoice No. 13261 dated September 13, 2019 for \$ 31,250.00**

(this is the last invoice – we are now shovel ready)

Made by: Kathleen M Kilgore

Seconded by: Jacqui Brandt

Vote: 3-0

Wilcox & Barton – Site Surveyors

- **Motion: I make a motion we approve to spend \$ 6,800.00 for a site survey of the property in preparation of construction of the addition / renovation.**

Made by: Kathleen M Kilgore

Seconded by: Susan Leonardi

Vote: 3-0

6. Correspondence

Judy Day email dated 9-26-2019 and 9-27-2019

7. Any other business that legally comes before the Board

Ron Lamarre:

- The Library property is currently be surveyed by Wilscox & Bartonas required for construction.
- Ron is completing the two-sided flier.
- The Library Warrant Article will be a citizen's petition on the ballot.
- The communities Ron is working with now are currently not using the Municipal Bond bank, they are funded project outside of the bond bank.

Susan has reached out to Atty Peter Loughlin, he is preparing to retire. Contacted NHMA, received a response from Natch Greyes, he reviewed all information and documents provided, he defers comment to Town Counsel.

Susan will reach out to Atty General Tom Donovan brief him on the situation, along with sending a copy of Town Counsel's opinion dated August 15, 2019.

Motion: I make a motion that the Chair on behalf of the Board contact Atty General Tom Donovan to discuss Town Counsel's opinion dated August 15, 2019 and the questions concerning (2) potential competing plans being placed on the warrant in March.

Made by: Kathleen M Kilgore

Seconded by: Jacqui Brandt

Vote: 3-0

8. Adjournment at 8:07 pm by Susan Leonardi

Appendix of Additional Documents to Meeting Minutes (for reference):

Agenda

Correspondence from Judy Day

**North Hampton Public Library
Board of Trustees
Working Session Agenda
North Hampton Public Library
Monday, 30 September 2019
6:00 pm**

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Treasurer: Jacqueline Brandt
Library Director: Susan Grant
Alternate: Emily Creighton

The North Hampton Public Library Board of Trustees will be present at the North Hampton Public Library, Atlantic Avenue, North Hampton NH on Monday, September 26, 2019 beginning at 6:00 pm for a work session.

1. Call to order
2. CIP update
3. Expansion/Renovation Presentation Document Review
4. Strategic Plan – set goals and evaluation criteria
5. Lavallee Brensinger invoice and survey
6. Correspondence
7. Any other business that legally comes before the Board
8. Adjournment



North Hampton Public Library Trustees <nhpltrustees@gmail.com>

Fwd: Letter by library (Susan Leonardi)++'(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R) to select board on Mon 23rd.

North Hampton Public Library Trustees <nhpltrustees@gmail.com>

Fri, Sep 27, 2019 at 3:57 AM

To: Judy Day <seasnow@earthlink.net>

Cc: Susan Leonardi <msialeonardi@gmail.com>, Jacqueline Brandt <brandtdev@comcast.net>

Good Morning,

Attached please find the minutes of the BOT meeting as you requested.

Best Regards

Kathleen M Kilgore

[Quoted text hidden]

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 **NHPL 2019 SEP BOT Meeting Minutes - Draft.pdf**
3430K

**North Hampton Public Library
Board of Trustees
Monthly Meeting**

Date: September 2019, 6:30 pm
Location of Session: Town Hall
Meeting Recorded by Channel 22

Attendees:

Chair: Susan Leonardi
Treasurer: Jacqueline Brandt
Secretary: Kathleen Kilgore
Library Director: Susan Grant

Absent:

Alternate: Emily Creighton

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A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North Hampton, New Hampshire 03862.

Board of Trustees Monthly Board Meeting

1. Administrative

a. Call to Order in Public Session

The meeting was called to order by Susan Leonardi at 6.:35 pm

Kathleen Kilgore, Secretary will be late to this meeting this evening.

b. Approval of Meeting Minutes:

AUG Regular Meeting of BOT Minutes – August 7, 2019

Motion to accept meeting minutes

Made by Jacqui Brandt

Seconded by Susan Leonardi

Vote: 2 - 0.

Work Session Minutes – August 28, 2019

Motion to accept meeting minutes

Made by Jacqui Brandt

Seconded by Susan Leonardi

Vote: 2 - 0.

c. Library Director's Report

Please see attached report for details provided

d. Youth Librarian Report

Please see attached report for details provided

d. Treasurer Report

Motion to accept the Library Director's Report, Youth Librarian Report, and Treasurer's Report as presented tonight

Made by Jacqui Brand

Seconded by Susan Leonardi

Vote: 2 - 0.

2. Old Business

a. CIP Submission

Jacqui reported CIP voted to make the top priority, the Miller facilities plan in the CIP report. The report is being put together now. She found the organization of the narrative of both the Library's report and Miller's Town Plan confusing. There was a brief discussion of CIP procedure of putting the plan together.

CIP will be finalizing the report on Friday, September 20, 2019.

b. Library Strategic Plan

At the work session there were a lot of additional ideas. Discussed goals and strategies. We need to put everything together and edit what should be in it and what shouldn't be. Susan Grant discussed Strategic Plans with area librarians at the last Seacoast Regional meeting that it is important to have metrics to track goals that are part of the Strategic Plan. Add the Strategic Plan to the next work session.

3. New Business

a. FY2021 Budget –

This is the 1st draft – Our submittal is due to the Town on Friday

- We are looking at an increase over last year anywhere from a 4% - 6.4%
- Health insurance cost is driving the increase in the budget
- Connie is planning to retire. The change may have an impact on the budget, depending on benefit choices
- Digital media cost increases are impacting the budget. The usage of digital media is growing
- Regarding salaries, this budget includes the creation of a merit pool, the step-in salary for the new Assistant Director position, and takes in consideration of the Youth Librarian retiring and the need to hire a replacement
- Overdrive, the state consortium, is increasing in the cost
- There was a discussion of the pro's and con's of organizing a Seacoast Regional consortium.

b. Expansion and addition plan update

- Example of a Flyer that Stratham did – Library's Value
- Discussed how to organize all the information and detail on the addition renovation and process. How do we share all the work and time that has gotten the plan to it is now.
- How do we respond to what if questions?
- We are almost finished on the pre-construction timeline. We are "shovel ready".

c. Presentation to Budget Committee and other Boards/Committees

d. Select Board meeting to discuss Miller Town Plan

- Kathleen Kilgore removes herself from the table, moves to the public section of the meeting room.
- Susan Leonardi and Jacqui Brandt discuss the proposed meeting with the Select Board on Monday, September 23, 2019. Both discuss that the Miller Plan is really, just an idea. Susan is concerned about wasted funds, and time with shifting gears moving to The Homestead property. Jacqui discusses Counsel communication dated August 15 about the the Board of Trustees and the Library that confirmed that the Board of Trustees are the stewards of all of the Library. Susan states we will present to the Budget Committee our plan but does not believe we should present the same night Mr. Miller is presenting his plan. The suggestion is that BOT send out a package with the plan, Town Counsel's communication we have received and details to all committees and boards and ask to present to them. Jacqui states have hired highly respected professional to design and cost the plan out. She is committed to this plan.

Motion to draft correspondence to the Select Board indicating that we do not want to meet with them or further discuss the plan. (time stamp: 1:25:30)

Made by Jacqui Brandt

Seconded by Susan Leonardi

Vote: 2 - 0.

Susan would like to reach out to the chair of the budget committee

Motion that we request from the Budget Committee a rescheduling the meeting To present the plan (time stamp: 1:26:55)

Made by Jacqui Brandt

Seconded by Susan Leonardi

Vote: 2 - 0.

Motion we send the Stephen Bennett's memorandum as well as the expansion addition approved library plan to the boards and committees of the town, to ask to be scheduled on their calendar. (time stamp: 1:28:36)

Made by Susan Leonardi

Seconded by Susan Leonardi

Vote: 2 - 0.

Kathleen Kilgore returns to the Table.

e. Other Items That May Come Up Before the Board

Emily Creighton's appointment as the Alternate Trustee has been approved by the Select Board in their last meeting.

4. Public Comment

Frank Ferraro – Did Mr. Miller present his plan? – JB responded yes
Did he represent himself as a Select Board Member? – JB responded yes
He reads RSA 674 – and discusses what the RSA actually allows

Regarding answering question about The Homestead property – The trustees should only speak to what we are charged with and what is currently happening. This is just his recommendation.

He agrees with the board's decision not to meet with the Select Board

Do you have faith in your plan? You need to stand strong – don't waiver. Deal with your plan only. Do not speak to the other plan.

Cynthia Swank – Representing that Friends of North Hampton – Would like to thank the Family of Jane ? who recently passed away. In her obituary, they suggested in lieu of flowers that donations be made in her name the Friends of North Hampton Public Library.

5. Correspondence

6. Next Meeting Date / Adjournment

Work Session ont 9-30-2019 at 6 pm at the Library

The meeting was adjourned by Susan Leonardi at 8:19 pm.

Appendix of Additional Documents to Meeting Minutes (for reference):

Agenda
Librarian Report
Youth Librarian Report
Stratham Library Value Flyer

DRAFT

North Hampton Public Library
Board of Trustees
Regular Meeting
11 September 2019, 6:30 pm
Town Hall

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Treasurer: Jacqueline Brandt
Director: Susan Grant
Alternate: Emily Creighton

Agenda

1. Administrative
 - a. Call to order
 - b. Approval of Meeting Minutes
 - c. Library Director's Report
 - d. Youth Librarian Report
 - e. Treasurer Report
2. Old Business:
 - a. CIP submission
 - b. Strategic Plan
3. New Business
 - a. FY2021 Budget.
 - b. Expansion and addition plan update
 - c. Presentation to Budget Committee and other Boards/Committees
 - d. Select Board meeting to discuss Miller Town Plan
 - e. Other items that may come up before the Board
4. Public Comment
5. Correspondence
 - a. Town counsel memorandum
6. Next meeting date/Adjournment

Librarian's Report
September 11, 2019
Susan Grant, Director

Building

Had issues with the A/C. Lamprey needs to replace 4 motors in the system at a cost of \$1945.60. The motors were replaced 8 years ago at a cost of about \$1400 and have had a normal life span according to the technician.

Operations

Trouble with phone in Susan's office. The line was dead August 21 but Susan was on vacation so called MDCOM to send out a technician when she returned and it was still not working. Since the town does not have a service contract at the moment, but are in the process of negotiating one, the problem was not a priority, but they said they would send out a technician 9/9. Issue was resolved.

Public Works has been watering the homestead property from our water line starting 9/6 throughout the weekend and of this writing 9/9. I will send the bill next month to the town for reimbursement since it will reflect increased usage.

We discontinued Morningstar due to low usage and high cost. We also did not renew Wowbrary as we could not see any increase in usage due to weekly emails sent to patrons with new materials acquired and felt we could use the funds elsewhere. We can send out a similar email perhaps bi-weekly to showcase new materials.

We got a box of items that were in the Ogden Nash house from the Lauters who sold the house and are moving away. We turned them over to the Historical Society.

Financial

- Operating Account TDBank reconciled ending balance 8/31/2019 is \$43,426.81
- Non-appropriated Funds Account TDBank reconciled ending balance 7/31/2019 is \$86,972.65
- Peoples Bank CD#1 143,660.44 as of 6/30/2019
- Peoples Bank CD#2 \$96,056.62 as of 6/30/19
- Peoples Bank Checking Account \$10,089.72 as of 8/31/19.
- Capital Reserve Fund as of 8/31/2019 \$707,100.08

Staff

Staff had AED training 8/20 with Will Taber of the Fire Department.

Susan worked with PAL 9/3 to notarize documents at the library from 5:30 – 7:30 pm for background checks so parents could expedite the process. We did this last year as well.

An article on Liz's promotion was scheduled to appear in the Hampton Union 8/23. It did not show up. Contacted the paper and hopefully it will appear in the 9/13 paper.

Statistics

FY2020	Jul	Aug
Total	3867	3562
	-340	-22

difference from previous year		
percentage up/down/previous year	-8.8%	-0.6%
difference from previous month	390	-305
percentage up/down previous month	10.1%	-8.6%
Monthly number of people visiting the library	1450	1632
Meetings held in the library	55	43
Public Computer Users	161	197
Museum passes used	32	63
Number of unique NHPL patrons who checked items out per month	426	398
New NHPL Patrons	19	12
Deleted Patrons	3	4
New Overdrive users	4	4
Unique Users Overdrive	85	91
ebooks downloaded	183	181
audiobooks downloaded	167	154
Overdrive Magazine (started June 2018)	6	4
EBSCO searches	74	29
Kanopy	21	55
Mango Languages	115	115
Ancestrylibrary sessions	4	3
Valueline log ins	126	145
Hoopla	173	174
Lynda.com views	72	41

Programs

- Sept 10 at 6:30 we will had Joe Marttila of SeaBee Honey talk about bee keeping in the seacoast area, including the history of bee keeping in this area.
- September 12th Sheena Simpson of Yai & Co. Financial Services will be doing a workshop on strategies for paying for college.
- NH Humanities program: ***Stark Decency: New Hampshire's WWII German Prisoner of War Camp.*** Sept 17th at 7 pm.
- Oct 2nd 6:30 ***Pilgrims of Woodstock***, John Kane who wrote a book and put together a program commemorating the 50th anniversary of Woodstock.
- Oct 10 6:30 pm ***Nature of New Hampshire***, a Speaking for Wildlife program (rescheduled from Sept 26th)
- Oct 17th 6:30 pm ***Quotable Eleanor Roosevelt*** with author Michele Albion
- Oct 24th 6:30 pm ***Spirit Chasers*** – 3rd year presenting a “spirited” program at NHPL.
- Nov 5th 6:30 pm Stephen Collins will present Herman Melville in a literary program/performance entitled ***Sailing Towards My Father***. Stephen Collins has performed as Robert Frost and Walt Whitman in past years at the library.
- Nov 12th 6:30 pm– ***Layer Upon Layer: Women's Clothing in the Civil War Era***: Aileen Kelly, Living History reenactor will present a historical program about women's dress in the Civil War period.

- Nov 14th *Mt. Kearsarge Museum Travel Program* on Native Americans.
- Nov 19th 6:30 pm Mike Rogers concert.

Youth Services Department Report – September 11, 2019

Dance and Yoga Classes: This month Kristen Samson of BKS Dance came to teach a hip hop and ballet class to young children. Recently retired Carol Sanborn, who was the children's librarian at the Hampton Falls Free library, has asked to teach a free yoga class to very young children (ages 2 to 5), and I plan to schedule that for later in the fall.

North Hampton School Open House: this year the school had an open house for families to visit the students' newly assigned classrooms and teachers, with an outdoor area for groups to display and provide picnic food. I joined in at the PAL table and engaged with kids and parents about the library services and upcoming programs.

Eat an Extra Dessert Day: we finished up our leftover supply of ice cream from the summer programs with an all-you-can-eat ice cream drop-in event.

Teen Advisory Group: The TAG group requires a reboot with a new crop of teens, whose task will be to brainstorm teen programs and activities and help to organize them. I have set up a start-up meeting for later in September. I mailed invitations to 33 households containing teen NHPL patrons, and I've independently contacted two of our teen volunteers asking them to attend and to bring friends.

Opus Scopus Book Club: the grades 4 and 5 graphic novel book club re-starts at the end of September. I am registering children now and have set an enrollment cap of 8.

Book Display: we have a display this month of recommended Juvenile historical fiction. Marge Schreier was instrumental in helping me by pulling together the titles for the display. These important and excellent books on now display, that often largely go unnoticed on the shelves, have been circulating rather well.

Cynthia G. Swank - Comments relating to the two town facilities plans as of 8/28/2019

I read the most recent handout Larry provided at Monday's Select Board meeting. These comments are based upon that information and the knowledge that there may be a meeting sometime in the future between the SB and Library trustees.

- The Library trustees have met the criteria for inclusion in the CIP priority list that we suggested last year: a location, a plan, and a more definite dollar figure. The two major weaknesses I see, that admittedly have been successfully managed by other town libraries, is parking spaces in the long-term and keeping the Library open during much of the construction / renovation period. I, for the most part, like the Library plan and think it is a long overdue improvement that will enable the staff to provide the expanding services a 21st century library should offer.

The trustees and staff have worked long and hard on developing the plan, and eliciting comments from the public. They also deserve credit for keeping momentum going for a revamped Town campus.

- SB member Larry Miller has introduced a 2nd scenario which would entail the Library trustees drawing up another set of plans for a new library on the Homestead property. The chief goal from the SB's perspective seems to be gaining the existing Library building for Town Administrative Offices. He sees the dominoes then falling in sequence – Town Admin to the old library, Police expanding to the 2nd floor that was originally intended for their use, and then somehow, sometime expanding and renovating the Fire station, now technically an historic building as it has passed the fifty year age mark. No mention has been made of Town Hall which will become more isolated from the civilian government functions in this plan nor of parking in the long-term.
- I would prefer a one plan at a time approach (first the Library's warrant this year and if it fails, the SB's proposal next year) but, of course, politics and people ensure that such a neat and tidy, rational process is unlikely. At this stage, having lived with the knowledge of the inadequacy of all the town buildings for twenty-one years and having seen the mistakes other towns have made with their buildings, I have no preference about what happens other than Town Offices should not be a do it as cheaply as possible afterthought.

But if the CIP is voting to support the SB's proposal over that of the Library trustees, I think the CIP Committee should consider the following recommendations

- A space needs study for Town Administrative functions should be conducted, taking into account how town functions may evolve over the next twenty years. Current and future staff numbers, staff responsibilities, town committees and boards functions and space needs. Keep in mind the equipment storage and records storage needs in the existing Town Administrative Offices, Town Hall, and original Library building (stone building).

Re: Letter by library (Susan Leonardi)+ + (R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R) to select board on Mon 23rd.

Judith Day <seasnow@earthlink.net>

Fri 9/27/2019 12:48 PM

To: Kathleen Kilgore <kkilgore@northhampton-nh.gov>

[EXTERNAL SENDER]

Thanks. Got it

On Sep 27, 2019, at 11:58 AM, Kathleen Kilgore <kkilgore@northhampton-nh.gov> wrote:

Good Day Judy,

I recused myself due to that fact that the topic of discussion all relate back to the (2) different plans being discussed, the BOT expansion / renovation plan on the current site and Larry Miller's plan for a building on "The Homestead". As we all know, I am an abutter to "The Homestead" property and I have to recuse myself. The motions and votes reflect the remaining members of the board in attendance at the meeting.

Best Regards,

Kathleen M Kilgore

From: Judith Day <seasnow@earthlink.net>

Sent: Friday, September 27, 2019 11:50 AM

To: Kathleen Kilgore <kkilgore@northhampton-nh.gov>

Subject: Fwd: Letter by library (Susan Leonardi)+ + (R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R) to select board on Mon 23rd.

[EXTERNAL SENDER]

Hello Kathy,

Thanks for getting this to me. I see that you were not one of the people who signed the letter. I was confused by the one sig by Susan Leonardi and the fact that it seemed to be representing the board but I guess you were still recused which is a little confusing to me but I am not complaining.

Also, Susan Leonardi made a motioned and scolded in the section related to Bennet. I was not trying to be picky just happened to notice it.

Thanks again,

Judy

Begin forwarded message:

From: North Hampton Public Library Trustees <nhp trustees@gmail.com>

Subject: Fwd: Letter by library (Susan Leonardi)+ + (R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R)(R) to select board on Mon 23rd.

Date: September 27, 2019 at 3:57:57 AM EDT

To: Judy Day <seasnow@earthlink.net>

Cc: Susan Leonardi <msialeonardi@gmail.com>, Jacqueline Brandt <brandtdev@comcast.net>