



North Hampton Public Library and Cultural Center

North Hampton Public Library - Board of Trustees Monthly Meeting Minutes

Date: January 8, 2020 6:30 pm
Location of Session: North Hampton Public Library
Meeting Recorded by Channel 22

Attendees:

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

Library Director: Susan Grant
Assistant Director: Liz Herold

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.

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.

Public in Attendance

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 6:33 pm

- b. Approval of Meeting Minutes:
 - i. Working Session January 2, 2020 – draft minutes package has been emailed for posting on website.
The Chair tabled the meeting minutes until our next meeting.
Made by Susan Leonardi

 - ii. Board of Trustees Meeting Minutes December 11, 2019
***Motion** to approve the meeting minutes.*
Made by Kathleen Kilgore
Seconded by Jacqui Brand
Vote: 3 - 0.

- c. Library Director's Report
Please see attached report for details provided

- d. Youth Librarian Report
Please see attached report for details provided
Connie will be retiring in April. She is preparing the summer program and has requested funding from The Friends group that have been approved in order to assist with the transition when she leaves.

- e. Treasurer Report
On target for the budget so far.

***Motion** to accept the Library Director's Report, Youth Librarian Report, and Treasurer's Report as presented tonight*
Made by Kathleen Kilgore
Seconded by Jacqui Brandt
Vote: 3 - 0.

2. Old Business

- a. Presentation materials and updates on library project
Infographic is very valuable
Ron is available to come to the SB Workshop on Warrant Articles
Ron and the Civil Engineer will be contacting Rick Milner tomorrow to forward the required materials needed to go in front of the Planning Board in the February meeting

- b. Warrant article and bond hearing
Susan Leonardi present to the Select Board during the Select Boards Warrant Article Workshop on behalf the Board of Trustees on the BOT proposed warrant article for Renovation and Addition
Last day to file a Petition for a Warrant Article that includes a Bond is Friday, January 10, 2020.
The Town Clerk's office hours on Friday will be 8:30 am – 12:00.

The proposed warrant article:

To raise and appropriate the sum of Three Million Three Hundred Fifty-Four Thousand Dollars (\$3,354,000) (gross budget) for the purpose of an expansion and renovation of the North Hampton Public Library and all related activities necessary for said construction; to authorize the Library Trustees to withdraw Seven Hundred Eighty Thousand Dollars (\$780,000) from the Library Capital Reserve Building Fund and accept donations from North Hampton Public Library in amount of Three Hundred Thousand Dollars (\$300,000) to offset this appropriation; to authorize the issuance of not more than Two Million Two Hundred and Seventy-four Thousand \$2,274,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Select Board to issue and negotiate such bonds or notes and to determine the rate of interest, maturity and other terms thereon. Debt service will be paid from the general fund. (3/5 ballot vote required for approval.)

c. Foundation and matching funds

Motion:

Made by: Kathleen Kilgore

Seconded by: Jacqui Brandt

3. New Business:

a. Select Board Meeting 1-09-2020

Points supporting the why the Select Board should place our Warrant Article the March ballot

We have contractual obligation to an Architect and Construction Company

We have been trying to move forward with the Library for years

It's an achievable plan

We have already spent \$ 130,000 on this plan

The community deserves a new library

Jacqui speak about the idea of going mediation with the Select Board and what is the opinion of the other members of the Board?

Susan speaks about the town deserves a nice library and assessible to everyone. The town deserves the opportunity to decide what library it wants. Susan is not opposed to mediation but points out we are at the wire. Susan speaks about the Select Board plan has been created in a vacuum. We have hired professionals that are experts in building Libraries.

Emily Creighton questions what would we mediate? The Trustees are responsible for all management of the Library. How long have the Trustees been working on this plan. It's been in the work for 3 years. She does not understand why the Select Board. She believes it will be confusing for the Town to have 2 Warrant Articles on the ballot. Both Boards have spent so much money on both plans.

Kathleen Kilgore speaks to quality and experience the Construction company has building Libraries and experience with the Town, referring to the renovation of North Hampton Schools. She believes the Town should have the opportunity to choose what Library they want. Ideally 1 warrant article on the Ballot would be best, but if there is 2, this will

b. Youth Librarian position

Connie will be retiring. Susan suggests we replace her with 2 part time people to replace her.

Susan Grant is working on revising the job description and will present a suggestion description at the next work session.

c. Group meeting room policy

Susan Grant reviewed the suggested changes to the current policy.

d. Other items that may come up before the Board

4. Public Comment

Jane Boesch – She is inquiring on the status of the written report from the Foundation and Fundraiser. Susan Leonardi will inquire with the Foundation on following up with the participants of last summer's interviews.

5. Correspondence

6. Next Meeting Date / Adjournment

Next Meeting – Proposed for January 29, 2020

The meeting was adjourned by Susan Leonardi at 8:01 pm.

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

Agenda

Librarian Report

Youth Librarian Report

North Hampton Public Library
 Librarian's Report
 January 8th, 2020
 Susan Grant, Director

Building

We had some heat issues in the Work Room and Director's Office December 20th and 21st. Lamprey came out and the issue was resolved.

Financial

- Operating Account TDBank reconciled ending balance 12/31/2019 is \$54,484.98
- Non-appropriated Funds Account TDBank reconciled ending balance 12/31/2019 is \$89,329.56
- 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 \$10,105.77 12/31/2019 (not available)
- Capital Reserve Fund as of 11/30/2019 \$710,662.86

Operations

Dec 17th we closed at 12:30 due to a snow storm.

We started our new hours Jan 2nd – closing at 7 pm on Tuesday, Wednesday and Thursday.

Staff

Barbara Dewing is moving on after 18 years at the library. She has been our IT Administrator for many years and it is with a heavy heart we will be saying good-bye to her officially as of January 17th. We are working on our new IT plan with our consultants PRS Group, Barbara, and Liz to determine our needs moving forward.

Statistics

NHPL circulation	3142	2720	2326	2194	2273	1939	
ebooks downloaded	183	181	168	150	127	162	
audiobooks downloaded	167	154	148	175	177	168	
Overdrive Magazine (started June 2018)	6	4	6	6	4	4	
EBSCO searches	74	29	2	8	46	7	
Kanopy	21	55	51	57	24	24	
Mango Languages	11	0	0	0	0	3	
Ancestrylibrary sessions	4	3	0	1	2	1	
Valueline log ins	126	145	156	143	159	132	
Hoopla	173	174	163	170	146	174	
Lynda.com views	72	41	39	6	21	13	
Total	3763	3447	3002	2847	2951	2599	
	FY2020	Jul	Aug	Sep	Oct	Nov	
difference from previous year		Dec					
		-444	-137	30	-287	-341	-239
percentage up/down/previous year		-11.8%	-4.0%	1.0%	10.1%	11.6%	-9.2%

difference from previous month	286	-316	-445	-155	104	-352
percentage up/down previous month	7.6%	-9.2%	14.8%	-5.4%	3.5%	13.5%
Monthly number of people visiting the library	1450	1632	1413	1738	1346	1064
Meetings held in the library	55	43	31	30	28	16
Public Computer Users	161	197	192	176	160	148
Museum passes used	32	63	28	12	24	25
Number of unique NHPL patrons who checked items out per month	426	398	356	324	325	311
New NHPL Patrons	19	12	16	21	14	3
Deleted Patrons	3	4	0	883	0	4
Total Patrons	3306	3317	3332	2467	2481	2483
New Overdrive users	4	4	3	4	1	3
Unique Users Overdrive	85	91	89	83	84	83
items added to collection	158	156	127	160	131	105
items deleted from collection	151	63	206	423	150	176
Total items in collection	33792	33873	33769	33528	33521	33479

Programs

Wellness book group meets the 4th Monday at 3:30 pm. Hooked on Books meets the 3rd Thursday at 7 pm. Both at the library.

- January 7th 6 pm Storyteller Simon Brooks – **A World of Tales—stories for all ages.**
- January 29th NEW DATE 6-7:30 . **Medicare 101** – ServiceLink presentation on Medicare benefits
- January 30th 6 pm **The Great Sea Serpent of New England** – Michael Faiella
- NEW DATE April 14th 6 pm **Haven: Domestic Violence Workshop/Presentation**
- Feb 4, 6-8 pm **Ask a Muslim Anything** – Robert Azzi
- Feb 15th 11-1 **Paint Party** with Jody Mueller.
- Feb 19th 6 pm **Do You Know Where Your DNA Is?** Buzz Scherr
- March 3rd 6 pm **The Holocaust: A Duty to Remember**
- March 12th 6:30 pm Ramblin' Richard: **We're All Irish** – Music program.
- March 24th & 31st 6 pm Hiking program with Eve Fralick – Travelogue series
- March 26th 6 pm **Cooking with honey** – Mike Marttila, beekeeper
- April 7th 6 pm Dan Szczesny: **Stories of Mt. Washington: film by Bill Millios**
- April 16, 6 pm Author Bonnar Spring
- April 23rd 6 pm **Harnessing History: On the Trail of New Hampshire's State Dog, the Chinook** (NH Humanities Program) co-hosting with Dog Park Committee
- April 28 6 pm John Kane – **The Last Seat in the House: The Story of Hanley Sound.** The story of a sound man in 1960's Rock n' roll.
- Sept 10th Abby Hutchinson's **Sweet Freedom Songs:** NH Humanities program
- Oct 20th Michael Tougias: **Thirteen Days in October** – program about the Cuban Missile Crisis. NH Humanities Program.

Youth Services Department Report – January 6, 2020

I am considering starting a **Coding Club** for children ages (approx.) 12 to 14 that would start in late winter. From time to time I have offered one-off programs related to STEM, STEAM and Maker activities. Grades K-5 take a weekly technology class at the North Hampton School, but grades 6-8 have no computer science as a part of their Unified Arts schedule there. This week I am meeting with Carly Herlihy, the NH School technology teacher, to find out what she teaches to Grades K-5 and to hear her insights into the level of interest there'd be for a coding club at the library for older children.

I have contacted Prenda Code Club and Vidcode, both of which offer coding education in the form of clubs that can be run through public libraries. Both have activities and tutorials that strike right at the core interests of the grades 6 to 8 age group. The club tutorials are self-paced and they don't require that the librarian know any coding. Jaffrey Public Library had a coding club using Prenda last summer. I will contact them for more info, and also I will research what may be available for free.

Considerations for this initiative will include costs, devices, and accessibility.

Susan Grant and I met with **Joe Manzi of the North Hampton Recreation Department**. Joe wanted to discuss potentialities for when the library has completed its expansion. We discussed the use of the meeting/activity rooms and that the extra space will be available and is needed for use by many town groups, including the Rec Department. We discussed doing possible collaborations on programs in the future to our mutual benefit.

Opus Scopus graphic novel book club will resume this month and I am in the process of getting registrations.

I have set up two new programs for Teens – **Teen Mondays**, a drop-in activity time Monday afternoons, and a **Teen Creative Writing Club** that will meet on Tuesday afternoons. Our TAG members will attend as their schedules permit.