

**North Hampton Public Library - Board of Trustees**

**Meeting Agenda**

**North Hampton Town Hall**

**Wednesday, May 13, 2020**

**6:30 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt

Alternate: Emily Creighton

Joining in on Zoom: Susan Grant, Liz Herold and Emily Creighton

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1. **Call to Order**

Chair, Kathleen Kilgore called the meeting to order 6:35 pm. Special thanks to zoom participants listed above. Pledge of Allegiance.

1. **First Public Session**
Request for public comment made by chair by phoning into 603-758 1447. There was a call for public comment early in the meeting and it was stated that another opportunity at the end of the meeting would be available**.** There were no incoming calls or participants.
2. **Correspondence**No correspondence was received by K. Kilgore since April 23. S. Leonardi received an update from BPS to be detailed in old business.
3. **Administrative**
	1. **Approval of Meeting Minutes
	Motion**

Motion to accept meeting minutes of 4-23-2020 made by Susan Leonardi, seconded by Kathleen Kilgore.
**VOTE**: Unanimously agreed. 3-0

* 1. **Representative to CIP Committee**

After some discussion as to the Trustees’ participation in and the importance of the CIP Committee, it was noted that the CIP Committee meets in the summer typically from July through September. K. Kilgore volunteered to be the Trustees’ representative. No official motion was made.

* 1. **Library Director’s Report** Susan Grant made summary comments on the contents of the Library Director’s Report. Highlights include: Under the Building section, there were not issues, except that the electric bill has been reduced by half. A patron was kind enough to do some landscaping out in front of the Library and debris was removed. Trustees and Library Staff are very appreciative of the service.
	Operating account balance was $62,449.16. The non-appropriated funds account balance is $50, 393.87, Peoples Bank CDs statement will be available in June so the balances are the same as in the previous statement. Checking account statement has yet to be received so, the report shows the balance for the end of March as $10,122.00, capital reserves fund balance is $813,340.54. $100,000 was transferred into that account.

	Lynda.com was renewed and AtoZdabases acquired as well as five Flipster digital magazines from EBSCO to supplement some of the online resources. Free face masks from the Epping DMV were received and will be made available for staff to use. We are appreciative that Mike Tully provided some hand sanitizer delivered to us from the Epping DMV as well. There are about 6 bottles.

	Assistant Director, Liz Herold and Susan Grant have been working in the library while it is closed. Calls are being taken. Work is commencing on sharing information on various social media, the website and through email and phone calls. Other staff are researching online resources and calling patrons to check in with them.

S. Grant has been attending weekly live online directors’ meetings with other NH Library directors to stay up to date with NH State Library efforts, news, and what other libraries are doing and challenged with.

The NHSL task force to produce a document on best practices for re-opening libraries will be ready 5/21. Most libraries are preparing to offer or are offering some curbside service to patrons, following strict sanitary protocols. Re-opening whenever that takes place, will not look like what the library was before March 15. There will be phases and various degrees of opening and services available. That would also be S. Grant’s recommendation.

Due to budgetary concerns, some libraries have reduced hourly staff pay, who are or are not working from home by 25%. Some are considering a 50% decrease depending on town budget concerns and possible cuts.

Statistics. There are no in-house check outs during this time. Library materials have been renewed as needed. Increase in digital resources such as Overdrive and Hoopla. Some programs are being offered through Zoom. Liz Herold has hosted Eve Fralick twice on zoom with hiking and travel programs. Meetings have been well attended.

There is a Zoom program scheduled May 19at 6:30 pm with Karen Land, an Iditarod racer and musher. Programs are being shared with other organizations such as UNH Extension Gardening programs, Currier Museum of Art YouTube tours, SELT Trivia night, other Museum offerings for kids and adults, etc. There are many resources and we are sharing as many as we can that seem most relevant to our patrons.

The library has initiated a North Hampton Community Diary of COVID-19 experiences to gather stories to archive and share for future generations. It is accessed through a link to a Google Form. Text, photos, videos, pdf and Word files can be uploaded. Weekly chats on zoom, each Friday at 11 am. A few have joined in. Susan Grant has been trying to think of other options to gain community participation.

**4.4 Youth Librarian’s Report**

Lauren, the new Youth Librarian is working on what will be a revised Summer Reading Program for kids, due to changes in live programming. More information is to come. She has created a graphic novel book club for teens that will begin May 21. Lauren began at the library on May 1, 2020. She has been asked to do an introduction video because no formal introduction has been made to the community.

* 1. **Treasurer’s Report**

No questions on the Treasurer’s report. Normally there would be 83% of budget expended, currently at 79%. Not ordering many materials at this point. Also, not many of the data purchased have been included. Currently under budget. Museum passes have been suspended due to places being closed.

**Motion:** Motion made by J. Brandt to accept the Librarian’s Report, Youth Librarian’s Report and Treasurer’s report as stated. Seconded by S. Leonardi.

**Vote:** 3-0, Unanimously agreed.

1. **Old Business**
	1. **Bond Application Status**.
	K. Kilgore received confirmation by interim Town Administrator, Tully and the Select Board at their last meeting that the bond application has been submitted. It was submitted early as Ryan Cornwall and Mike Tully wanted to ensure that everything was submitted correctly and completely. The firm of Devine and Milliment , of Manchester, NH was also retained as bond council. The attorneys will be setting up a meeting with the select board to move forward. Trustees are very much on schedule as expected.
	2. **Review/ Approval of BPS Contract**Trustees had reviewed the contract with BPS at the last meeting on April 23. Changes were submitted to Keith McBey and contract modified. S. Leonardi reviewed the minor edits i.e., including “public” in North Hampton Public Library and clarification (Item 2.3.2.1) that were made to include some additional language regarding how the bids were compiled. To include, “The construction managers shall obtain at least three competitive bids from Subcontractors and from suppliers of materials of equipment fabricated especially for the work and shall deliver such bids to the Architect” and also, Subcontractor will be selected on the basis of qualifications, past experience and financial stability.” In section 4.1.4 Additional compensation -- there is no additional compensation. Keith agreed to reduce his fee from 6.5 % to 6%. Reimbursement fees will be at the current IRS reimbursement rate. This is subject to change as the IRS changes the rate. The change is not expected to be significant.
	 **Motion**: K. Kilgore made a motion to approve the amended contract originally dated 14 April with Bonnet Page and Stone as presented by S. Leonardi as of 14 May 2020. J. Brandt seconded the motion. **Vote**: 3-0, unanimously agreed.

Revised pre-construction and pre-bid schedules were also updated by BPS and presented by Leonardi.
See Bid Schedule. Keith can stake property at any time. K. Kilgore commented that the library was still very much on track for construction.

* 1. **Banner/ Sign for New Library Project**Elissa Von Letkemann has presented banner design; she is the designer that created the current logo for the library. Banner designs were presented and discussed. The design options were all very close. The banner will be paid for by donation by a library patron. After some discussing it was agreed that Option 4 Round 2 was preferred.
	**Motion:** K. Kilgore made a motion to accept Option 4 Round 2 of the logo design dated May 5, 2020. S. Leonardi seconded the motion. **Vote:** 3-0, Unanimously agreed.

	There was discussion on a second banner to show the architects rendering of the final building. S. Grant will further investigate pricing. Once the original banner is ordered it can be determined if the second banner is needed.
	**Action Item:** K. Kilgore to finalize and order the 3x10 ft. banner.
	2. **Meeting with Planning Board**K. Kilgore asked Rick Milner to be placed on the Planning Board schedule for June 2, 2020 at 6:30 pm. The request was forwarded to the Chair and Vice-Chair of the Planning Board. R. Milner detailed the documents required for submission by Wednesday, 20 May 2020 to provide the Board ample time for review prior to the meeting. K. Kilgore contacted Ron for documents. K. Kilgore will again contact Ron Lamarre regarding required documents. The meeting will be via zoom and it is expected that we will be on the bottom of the agenda.
	3. **Building Committee**K. Kilgore presented this concept as not necessarily a building committee as the building is already designed but, a group of people to help with the project on an advisory basis -- a group to help with the checks and balances of the town. J. Brandt presented an outline containing what a clerk of the works does specifically. It was stated that the construction manager BPS already handles many aspects of what a Clerk or the Works typically does. It was stated that there was a need for a liaison between the Trustees and BPS and that it could be a group of volunteers from the community with various areas of expertise, i.e., accounting, construction and communication/marketing.

	S. Leonardi wanted to reiterate that a quality building is the ultimate goal and that a building committee would help with that. Emily Creighton asked “would the contract dictate the responsibilities of the Trustees which would dictate what we need done by a committee or clerk of the works?” S. Leonardi stated that a Clerk of the Works was not in the contract nor was the building committee. S. Grant mentioned that in her discussions with the architect Ron Lamar, that a Clerk of the Works was not needed as the construction manager already covered those duties. It was reiterated that this group would be solely advisory. S. Grant asked if this would be a paid position and would there be interviews for selection of the committee members. Specifically, what would the criteria be? Qualifications should be reviewed, and individuals should be vetted. S. Grant stated that it should be like an employer and employee relationship. K. Kilgore stated that this committee could be the auditors and suggested a work session to further discuss. A work session was suggested soon as the bids were due back by June 4. K. Kilgore asked if any in the audience would be interested, to please come forward. A meeting was scheduled for Wednesday at 5pm and could be a Zoom meeting for the public access.
	4. **Strategic Plan**S. Grant discussed the need for review of the current strategic plan. She suggested that the trustees review the current plan and prepare their input at the work session. Once the plan is edited, then content on how goals are achieved and put into a spreadsheet. An implementation timetable can be used after reviewing the plan. This is an agenda item for the work session scheduled for next week.
1. **New Business**
	1. **NHPL Pandemic Policy**S. Grant has been working on the North Hampton Public Library Pandemic Policy. K. Kilgore commented that this was a very progressive in its content and timing. S. Grant explained the content of the plan, the purpose of the plan, time changes, discretionary service level changes. How the library would relate to the school, staffing, communication and reopening. S. Grant mentioned that it is a simple document and that it reflects what the library is currently doing. She also suggested that a communicable diseases policy could be added. S. Leonardi commented on the plan and the reopening of libraries regarding policies and procedures. S. Grant mentioned that the patrons have been very cooperative and patient but she wants to ensure the patrons will be safe.
	2. **Invoice from Lavallee Brensinger**

K. Kilgore presented the invoice dated May 11, 2020 which covers the relocation and redesign of the new library building Amendment 3. $36,848. There is a travel charge of $40 which is in accordance of the contract.

**Motion:** K. Kilgore made a motion to pay Lavallee Brensinger invoice #14162 dated May 11 in the amount of $36,848. J Brandt seconded. **Vote:** 3-0, unanimously agreed.

L. Leonardi asked S. Grant if she wanted the Trustees to approve the pandemic policy. S. Grant wanted to change an item under staffing. The sentence was moved to the staffing section and content not changed. K. Kilgore suggested that it be reviewed by Town Council as it deals with operations and staffing. It was suggested by S. Grant that the reopening plan and pandemic policy be presented to the town attorney at the same time for efficiency.

1. **Second Public Comment Session**K. Kilgore opened second public comment session via phone number 758-1447. K. Kilgore sent out a special thank you to John Salvastano and his staff for their tech support and going above and beyond during the Covid-19 crisis.
2. **Any Other Item that may legally come before the Board
n/a**
3. **Next Meeting/ Adjournment
May 20, 2020 5 PM**

**Adjournment. 8:09 pm**