

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

**Meeting Minutes**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, July 15, 2020, 6:30 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Guest Speaker: Ron Lamarre

Secretary: Jacqueline Brandt Assistant Director: Liz Herold

Alternate: Emily Creighton

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**Note:** In following CDC, State and Federal recommendations for social distancing the Board of Trustees strongly suggest the public choose to view the Board of Trustees’ meeting live on Channel 22 or as posted on Town Hall streams as opposed to in person.

Board members and Presenters will have the ability to participate by Zoom in the meeting.

In order, to assure the public has the ability to comment and share ideas during the meeting, we have arranged for the ability to include live phone calls and emails during the meeting.

If you have a comment, opinion or question during the meeting, please dial in to 603-758-1447 or email directly to [*nhpltrustees@gmail.com*](about:blank) *and your email will be read aloud during the meeting.*

1. **Call to Order by the Chair**

Chair, Kathy Kilgore called the meeting to order at 6:30 pm immediately followed by the pledge of allegiance.

1. **First Public Comment Session** – Call-in Number 603-758-1447  
   Lauri Etela, 75 Exeter Road. Wanted to appeal to the trustees one last time. Presented the alternate plan modified with elevations. Discussed scaled drawings and how the plans presented at the deliberative session were very similar. Ambit Engineering in Portsmouth provided the plans. The site on the plan was graded and engineered. Again, this was similar to his plan. K. Kilgore asked about the source for the elevations. Mr. Etela indicated that the plan was modified with elevations by a civil engineer in North Hampton who does not want to be revealed but claims that it is a workable plan. Mr. Etela wanted the right plan for the library for the future.
2. **Correspondence**

3.1 E-mail dated July 4, 2020 – Nancy Monaghan  
  
 K. Kilgore read the e-mail received by the Trustees. Detailed below:   
  
 July 3, 2020

To: North Hampton Public Library Board of Trustees

North Hampton Select Board

From: Nancy Monaghan

Re: Library Plan

Given the fairly widespread concern about the Library’s plan to have its access driveway come

through the existing Library/Town Clerk parking lot, I reviewed the Town’s Master Plan for its

guidance on “strengthening the sense of community” and managing operating expenses and

capital improvements to “provide levels of service residents expect.”

I attach a copy of the Town’s Master Plan Vision Statement, updated just over a year ago. It

incorporates most of the Town’s decades of guiding vision.   
  
I draw your attention to: #2G

Ensure coordination among Town departments and between the Town departments

and the School for efficient use of facilities for recreation and meetings.

#3F: Strengthen the municipal complex as a pedestrian friendly “Town Center”

interconnecting Town properties, the School, the Library and the rail trail.

Residents certainly expect the Town to have a library, a library with easy access for patrons.

They also expect to be able to walk around Town facilities easily and safely to do their business

And they rely on elected officials to ensure these expectations are fulfilled.

The Trustees have a good record of listening to patrons and other interested citizens, starting with

the “listening sessions” that helped shape the plans for the interior spaces. I hope you will

support the Etela plan that takes into consideration all the exterior interconnections desired at the

Town complex: It eliminates the need for an entrance road through the existing parking lot and

provides nearly double the amount of parking much closer to the entrance. Your plan to annex

more than half the Town’s parking lot is not coordinating or making the most effective use of

community space or making the town complex pedestrian friendly. There is no downside to safer

access and more parking.

During the initial planning for the Town Complex in 2014, the Library Trustees honorably and

graciously supported a Library plan that was not their first choice, and they did it for the good of

the entire complex. The Fire Department did the same. I hope you will, as well. Thank you for

your consideration.

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K. Kilgore commented that the library did support and participate in the town complex plan 2014 as a joint effort. That effort did not garner enough votes at the time. Once the library was separate from the plan that effort did pass.   
  
J. Brandt commented safety and on the issue of owned vs. controlled parking and the issues raised with regard to controlling the parking. Her view is that the parking is for the citizens of North Hampton and that there should be no issue. Citizens have commented on why there is an issue. The feeling is that there is no issue only a perception of one. K. Kilgore agreed that it is public parking. The general public does use the currently library parking. She feels that parking is for the whole campus and a community benefit. K. Kilgore was appreciative of N. Monaghan’s insights as a planning board member as it relates to the master plan.

1. Administrative
   1. Approval of Meeting Minutes  
      **MOTION:** K. Kilgore made a motion to accept the meeting minutes of June 10, 2020, June 17, 2020 Bid Opening Meeting, Non-Public Meeting Minutes-Public June 29, 2020 and Pre-construction Meeting Minutes- July 1, 2020 w/posting of non-public meeting. Seconded by S. Leonardi.  
      **VOTE**: 3-0 Unanimously agreed.  
        
      S. Leonardi commented that a portion of the meeting minutes be added to the project plan on the site as there were specific responses by Ron Lamarre and the engineers detailing the plan and its logistics in detail. K. Kilgore commented that the non-public minutes are sealed and will remain sealed until there is a vote.

K. Kilgore moved to table to the minutes of the public hearing. S. Leonardi made a motion to table the minutes of the public hearing, K. Kilgore seconded the motion.   
**VOTE**: 3-0 Unanimously agreed.

* 1. **Library Director’s Report**  
      S. Grant presented the directors report and highlights as follows:

## **Building**

Lamprey Energy has done some of the work needed on the a/c system. We have a plumber coming to fix the water pressure in the staff bathroom July 16th.

## **Operations**

* Operating Account TDBank reconciled ending balance $61,450.03
* Non-appropriated Funds Account TDBank reconciled ending balance $49,875.50
* Peoples Bank CD#2042 $96,653.67 as of 12/31/2019
* People’s Bank CD #8575 $60,000
* Peoples Bank Checking Account #8667 June 30th, 2020 $156,193.20
* Capital Reserve Fund $813,476.88. Previous balance: $589,882.09
* Total investment accounts balance as of 6/30/2020 $902,728.96. (includes Capital Reserve Account)

The construction trailer was delivered July 2nd and is placed next to the pod.

We have added Thursday evenings and Saturdays to our access to the library by appointment. We are also extending the daily appointments to 4 pm instead of 3 pm. Contact free pickup is still an option used by many patrons who prefer not to come in yet.

We have added the online resource CreativeBug, an arts and crafts site with classes, inspiration, patterns, templates, and documentaries on artists.

Our year-end financial report shows we have encumbered approximately $15,000 for materials, youth supplies, newspaper subscriptions not paid yet, CreativeBug, administrative fees, outdoor furniture to be ordered, and the completion of work to be done on the A/C system. The pandemic reduced the need for staff in the library, and while they did work at home, we have funds in some lines of our budget that were unexpended that we are using for collection development, Youth materials, alternative resources for patrons, such as Flipster, AtoZdatabase, CreativeBug, and renewing Lynda.com, which we were not going to do because of the expense. The pandemic has created a shift in services, purchasing more materials that cannot be borrowed from other libraries, and adding digital resources, as mentioned.

## Staff

Liz Herold and Lauren Chartier attended the ALA Virtual Conference in June. Staff are still working only one shift per week. That will change as we add an evening and Saturday to schedule appointments.

## Programs

Adult programs have mostly been suspended due to lack of interest and participation. We have a program August 17th at 6 pm with Steve Hale of Open World Explorers on Discoveries in Bird Migration. If circumstances allow we may have the program in the library for a limited number of people with social distancing and also on Zoom for those who want to watch from home.

## Statistics

As expected we increased in Overdrive users this year by 144 to 1,138 unique users. We saw increases in hoopla use, a 25% increase in Overdrive use, a 125% increase in kanopy use and 16% increase in Mango Languages use. Lynda.com showed a decrease in use as well as a slight decrease in Value Line use, but we renewed these resources due to the prospective need in the future if the pandemic is prolonged.

4.3 Youth Librarian Reports  
 A summary of the youth librarians report follows:

**Summer Reading Program 2020**

Theme: Imagine Your Story

Dates: June 22 - July 31

SRP Updates:

* SRP is now into the 4th week of the program.
* This year we are using [READsquared](about:blank) to log reading minutes, view and complete weekly challenges, view and complete quests, receive SRP communications, and view SRP events. *The state-wide READsquared subscription for New Hampshire public libraries is funded by the FY20 IMLS CARES Act grant, through the New Hampshire State Library.*
* Small prizes have been given out weekly to participants who have completed weekly challenges and for having logged a high number of reading minutes at the halfway point of the program.
* There are about 35 kids enrolled in the program. Kids have been participating in various parts of the program - some are completing challenges and some are focusing on logging lots of reading.
* A large chunk of time each week has been spent on marketing for the program - writing email blasts, creating a weekly flyer, creating special event flyers, and writing and distributing press releases.

SRP Weekly Events:

* 10am Pre-School Story Hour on Tuesdays
  + Attendance has been spotty. The first event, one child was present with caregiver, the second, no attendance, and last week’s event had 3 children with their caregiver. Story themes have included fairytales, folktales, fractured fairy tales and farm animals.
* 10am Rockin’ Readers Story Hour on Wednesdays for ages 5-10
  + Tried to run this program for older children however, after 3 weeks, there has been no interest. This event is being cancelled for the rest of SRP2020 and will be revisited in the future.

SRP Bi-Weekly Events:

* 1pm Opus Scopus on Wednesdays
  + Graphic novel club for 9-11 year-olds. July 1st was the first meeting during SRP2020 and unfortunately, there was zero attendance. The novel that was supposed to be discussed was *New Kid* by Jerry Craft which has won numerous awards. It is the first graphic novel to receive the Newbery Medal. It deals with race, identity, self-discovery, and making friends.
* 1pm Teen Graphic Novel Club on Thursdays
  + Graphic novel club exclusively for High School students. I’ve been trying to get this club up and running since May. However, it has been hard to reach older teens and quarantine has made outreach even more difficult. There have been two club meetings thus far, both with zero attendance. There is one more scheduled for July 23rd which I will try again to foster interest and engage with teens.

SRP Special Events:

* 6/23 - Stories on the Wild Side @ 2pm
  + Squam Lakes Natural Science Center presented a story and a couple of their animals through Zoom. Total of 7 children and 4 caregivers were present. This seemed like a very successful event. The presenters were great and kept the children engaged. The presenters made sure to have plenty of time for children to ask questions about the animals.
* Upcoming 7/16 - Mark Binder, Children’s Storyteller @ 2pm
  + Award-winning author and storyteller to present via Zoom.
* Upcoming 7/22 - Marek Bennett, Comics Workshop @ 2pm
  + Bennett will instruct and guide kids on how to create their own comics, including ideas for story development. There will be an instruction “break” where kids can work on their comics for about 30 minutes. Then the group will come back together and Bennett will answer questions and provide feedback. Follow-up Q&A scheduled for 7/31 at 11am.

**Collection Development**

Focus on Diversity and Anti-Racism

* With the protests that began with the death of George Floyd, a patron approached Susan and me with a donation of children’s and YA books that focus on diversity, acceptance, inclusion, and anti-racism themes. The patron provided us with a budget of $250, provided us with a list of books that they wanted us to purchase in this theme and then allowed us to fill in the rest of the order to reach $250. We were able to purchase about 30 books with a focus on diversity and anti-racism. This was really amazing and incredibly important.
* I made a large book order of a total of 120 books focusing on diversity and anti-racism themes. Many included LGBTQ+ representation and Own Voices. Additionally, the order also included a small collection of non-fiction nature picture books which will be catalogued within the E FIC section for better discoverability. The order also included graphic novels, middle grade books, teen books, crafting books, and new children’s picture book titles. These are in the process of being catalogued, although many are still on order or back order.
* I also ordered:
  + two button making machines - for future youth programming - especially useful when I am visiting schools or stationed at fairs to have buttons to pass out as freebies and to have kids make their own buttons/keychains. These will be made available for use within the maker spaces of the library as well.
  + canvas tote bags - for future youth programming
  + blank canvases - I plan to have teens create and then enter a contest to have their art hung on the wall of the teen room in the new library.
  1. **Treasurer Reports**  
     S. Grant summarized the treasurer’s report. In general the library is underbudget due to limited hours due to COVIS-19 restrictions.   
       
     **Motion:** K. Kilgore made a motion to accept the library director’s report, the youth libraian’s report and treasurer report. Seconded by J. Brandt.

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

* 1. **CIP Meeting Schedule**

K. Kilgore indicated that CIP met last Friday and it was an organizational meeting. Next meeting is 17 July and be done via zoom. Fire, police and public works will present. The following Friday the balance of the departments will present including the library. There was a discussion as to what items the trustees may present to CIP. The consensus was that there was nothing for the current year but there should be thoughts on what may be needed in subsequent years. A generator and a solar farm were discussed. Kilgore will bring it up in CIP during town administration discussion. Final report due to select board October 1.

1. Old Business  
   1. **Re-Cap of 6-25-2020 Public Hearing**  
        
      S. Leonardi lead the discussion and expressed that it was a good meeting in that it showed the trustees that the public did not understand why the library plan was adopted. She indicated that the trustees were challenged with combining two library plans with a not to exceed budget. The trustees acknowledged that the select board wanted a library on the homestead lot. She heard questions that needed to be addressed as the engineers and the trustees understood but the community did not know or understand. The trustees must rely on experts such as experienced architects and engineers for guidance on how to best accomplish the project.  
        
      J. Brandt commented that it was clear the participants did not understand that the process began with the Miller plan with the configuration of the building facing the front of Atlantic Avenue. She went on to state that it was also obvious that many were unaware that the alternate plan was not engineered when they lent their support. The participants were concerned about safety and parking and the trustees are as well. Given the parameters the trustees have to make the best decision and must rely on experts to come up with the best plan given the fiscal and lot limitations.

Leonardi acknowledged the select boards desire that the library had to be built as soon as possible to get additional space for public safety. Leonardi felt that it was prudent to move forward. Leonardi reached out to Keith the construction manager to cost out more energy efficient windows and siding as suggested by Pete Robie. Window triple pane addition would be $32,300. Additional insulation to roof $2,818 and two inches of insulation below slab $30, 359, totaling $65,477. All not in the current budget. Lavallee Brensinger will receive an additional fee for an energy model as suggested by Robie. Revision Energy is providing a cost estimate for adding solar panels. She reached out to BP&S regarding a possible delay of 6 months. They estimated a 5-7% cost increase as a result of a delay. This would require a rebid which would result in less contractor activity and interest. J Brandt mentioned that there were two vendors currently working on the Greenland library that were local and that any cost savings advantage would be lost as a result of a delay. K. Kilgore put numbers to the percentage $195,000-273,000 would be the cost of a delay.  
  
Leonardi explained that the Trustees reached out to the site engineer and had them review the alternate plan. Erin Lambert provided a concise and thorough analysis of the plans. Leonardi read the correspondence into the record. See attached correspondence from Erin Lambert, VP of Civil Engineer of Wilcox and Barton.

* 1. Also, I have come to the realization that many also did not realize that we submitted these ideas for review and actually began with the configuration of the Miller Plan and the Etela Plan.   
       
     J Brandt commented that the Trustees have heard for the experts. To recap town’s own engineering firm for review, Keach & Nordstrum, indicated that the alternate plan had significantly more safety issues with regards to traffic and grading issues. One of the grades was 11% Additionally, according to NH DOT the redesign creates potential conflict and grading issues at the entrance of the new proposed parking lot. Safety and traffic flow were significant concerns voice by supporters, and they were to the Trustees as well.   
       
     Given the information she indicated that the trustees can only conclude that the existing plan is not only safer but sound financially. Brandt stated that the Trustees have the responsibility listen and to deal with the facts, engineering, science and place must place political affiliations and motivations aside.   
       
     She stated that she would like to end the speculation that suggests the existing plan is somehow flawed. Three independent engineers have supported the plan. It is my wish that given the facts, we can garner the confidence and support of the select board and all citizens to proceed with the current library plan. Delying will be costly.  
       
     K. Kilgore agreed with the statements of other trustees. She indicated that the trustees had hired the best architects and engineers available. BCM has been hired to do the fire suppression system. She reached out and met with Chief Mone and Ron will provide a plan for suggestion. Kilgore also met with J. Hubbard of Public works. Kilgore commented on the questions presented by Selectman Sununu regarding meetings and approvals from other town departments. She indicated that all departments and personnel were being contacted. J. Brandt commented on how the town of North Hampton’s approval process differed from other towns. The oweness in on the applicant to contact and present to each town department and agency as there is not technical review in North Hampton. Leonardi stated that a new building project had not been done by the town since the 70’s and that this was a new process that we are all learning.   
       
     Susan Leonardi asked that J. Brandt and Keith McBey contact the abutters and suggested a site walk. J. Brandt indicated that a construction schedule informing abutters of major construction events be made available and a site walk scheduled when it is safe. K. Kilgore stated that we anticipate DOT approval by month’s end, the septic application approval is also posted on the library web site for review. A Peer review specialist was hired as suggested by M. Tully.
  2. **Project Update**  
      On July 6, fire protection design narrative was provided to the fire department by Ron Lamarre.   
      On July 8 Ron Lamarre and Keith McBey met with Town Administrator Mike Tully. Peer Code Review was suggested by Tully and we have that in the works with Beverly Kowalik, JCM Code Specialists. Not to exceed $3120.00. Tully has been advised that we hired Beverly. Drawings were also sent to the police and Director of DPW. Police indicated no safety concerns. Given this, Tully will sign off on the permits for site, foundation and framing. The trustee had received the Septic Approval from NH DES.

**Building Advisory Committee:**

**Motion:** S. Leonardi made a motion that J. Brandt be appointed the Trustee representative to the building advisory committee. Kilgore seconded the motion.   
**Vote:** 3-0, in favor.   
  
S. Leonardi provided a couple of documents she obtained from the weeks public library as working documents to guide the advisory committee. S. Leonardi suggested that the committee be fluid. J. Brandt welcomed the help for the project management. J Brandt to meet with potential committee members and discuss tasks and distribution of work.  
  
K. Kilgore wanted to meet to discuss and select the committee members. She indicated that she would like to do a combined meeting to include bid review. Meeting to be scheduled as soon as possible.   
  
**Bid Reviews**:   
S. Leonardi discussed how to manage bids with the construction manager. Given the transparency requirement, there was discussion as to the structure of the approval process and how information is shared. J. Brandt to discuss with Keith McBey for best practices.

* 1. **Bond Status**  
     M. Tully sent an e-mail to the select board and board of trustees. Bond sale occurred and it’s at a record low of less than 1.76% for 20 years. A rate of 3% was expected so, this is an amazing rate. K. Kilgore thanked the select board for beginning the application and moving forward. Ryan Cornwell, finance director and Mike Tully were given special thanks for their efforts. S. Leonardi called the bond bank and learned that on August 12 the town will receive the lump sum which will be wired into the account.

1. Second Public Comment Session – Call-in Number 603-758-1447

**Kelly Parrot, 2 Garrett Drive.** A few comments, Trustees doing a great job, special thanks to the boards for moving forward to quickly on the bond. The advisory committee is a great idea with regard to the project as there will be more need for public outreach. Work should be shared as this is too much work for the Trustees. Shared work will have community buy -n and will lead to the success of the project.

**Frank Ferrero, Post Road**

Jan should be thanked as she drove the final paperwork to Concord one day prior to the deadline. Very pleased with the interest rate and believes that had it been November that rate may have been higher. With regard to the bids, the trustees could ask Keith to do a matrix of the RFPs to assist the trustees in the bid process. In seeking of energy efficiency the trustees should do a cost benefits analysis for the extra windows and insulation. If the r-factors are marginal then it may not warrant the additional expense. Ron can help with this via the energy model. Solar farm is a great idea. There seems to be a consensus on the plan given all the approvals and expert reports. He felt that the trustees should have a formal vote on moving forward with the current, professionally supported plan.

1. **Any Other Item that may legally come before the Board**

Community update to be created by S. Leonardi and S. Grant. K. Kilgore would love the bond rate to be posted. Leonardi wanted to also create an update for the select board. E. Creighton wanted to ensure a construction schedule is distributed to the town offices with regard to traffic flow. September elections are going to be held in town hall and there will be lots of activity as a result. E. Creighton suggested the Trustees formally make a motion to move forward this the current library plan.

**Motion:** S. Leonardi made a motion to move forward with the current library plan. K. Kilcore seconded the motion. Discussion: Brandt offered that based on the evidence presented by the expert opinion that it was an appropriate motion:

**Vote**: 3-0 unanimously agreed.

1. Next Meeting / Adjournment  
   Meeting adjourned at 8:20 pm