

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

**Meeting Minutes**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, August 12, 2020**

**6:30 PM**

Chair: Kathleen Kilgore

Treasurer: Susan Leonardi

Secretary: Jacqueline Brandt

Alternate: Emily Creighton

Library Director: Susan Grant

Assistant Director: Liz Herold

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, Kathleen Kilgore called the meeting to order at 6:31 p.m. , pledge followed. Board introductions made, zoom platform explained. Chair called for first public hearing.
2. First Public Comment Session –Communication contributed by Cynthia Swank for first public comment session. Kilgore read into record. Swank suggested a drive-up book drop. Would the trustees consider a facade of mostly brick. Suggestions included bike racks. Concerns regarding Covid 19 and self-book check out machines Comment on 88-inch shelving being too high. Special consideration should be given to isle widths.
3. Correspondence

There were two items that came in. The first came from Audrey Prior, Chair of Agricultural Commission. Read into record. Regarding edible plants as part of the landscaping for the new library. They suggest that they be incorporated.

The second came from the finance director regarding the bond funds to be brought up later in agenda.

1. Administrative
   1. Approval of Meeting Minutes  
       June 25, Public Hearing Minutes

June 29, Non-Public Meeting Minutes (Sealed)

July 1, Non-Pubic Meeting Minutes (Sealed)

July 15, Regular Meeting Minutes

July 23, Meeting Minutes

July 27, Meeting Minutes  
  
**Motion:** S. Leonardi made a motion to approve the meeting minutes of July 15, 23 & 27   
 Seconded K. Kilgore, Vote: 3-0, unanimously Agreed

**Motion:** S. Leonardi made a motion to approve sealed non-public, seal would remain. Seconded by Kilgore  
 Vote: 3-0, unanimously Agreed

* 1. **Library Director’s Reports**  
     Susan Grant presented the library director’s report details below. Account balances were presented. Capital reserve fund balance there is a discrepancy that is to be reconciled. Budget currently being prepared is due September 7. Grant discussed that the library is ready to hire a new library assistant. Discussion to follow
  2. **Youth Librarian Reports**  
     Grant summarized the youth librarians repost. Some success with the storyteller, and comics book shop. Lauren met families and kids in town. Additionally, she has reaching out to the school librarian. Plans an end of summer reading party. She continues to navigate the new environment given Covid-19 protocols.
  3. **Treasurer Reports**  
     Nothing unusual to report first month of the fiscal year. Were able to reimburse non appropriated account for the operating expenses. $6000.00 can be used for programs, books and supplies that may not be in the operating budget.   
       
     **Motion:** K. Kilgore made a motion to approve reports. Seconded by Brandt Vote: 3-0 unanimously agreed.  
       
     **Discussion**  
     The library did not hire two youth librarians as planned earlier. Currently, one staff member is on medical leave. Another assistant is needed now and there has been money in the budget to hire another assistant as well. Grant stated that once she assesses the needs for the library, she may hire one more additional assistant.

**Motion** J Brandt made a motion to approve the hiring of a new library assistant. S. Leonardi seconded. Vote: 3-0, unanimously agreed.

* 1. **Library Director Scheduled Surgery**  
     S. Grant will be out on medical leave beginning this Friday. She will be out until the end of the month for recovery.
  2. **Approval of Invoice from Durbin Law Offices, P.L.L.C.**  
     Can write a check from the operating budget. **Motion:** Kilgore made a motion to approve the payment of an invoice from Durban Law Office PLLC, Invoice number 3361, dated August 1, in the amount of $450.00 Seconded by Leonardi. **Vote:** 3-0 Unanimously agreed.

Can be paid from library capital reserves fund. **Action:** Kilgore to forward to Ryan.

* 1. **Foundation & Friends Update**

Susan Leonardi gave an update. Met last week. The foundation welcomed Dana Cooper now a member of the foundation board. Working on ideas and fundraising needs. Materials list was given to the foundation for in-kind donations list. Working with Ron Lamarre for additional or enhanced items. Meeting again tomorrow. Some of the wish list items include technology, AV equipment, landscaping trees, plants, gardens These are not necessarily in the budget as well as soft costs. Furnishings will also be needed.   
  
The Friends Group is meeting in August. Perhaps coming to the trustees with a communication. Community newsletter is coming up and copy is needed from the trustees. S. Leonardi to compose an update to contribute.

1. **New Business**
   1. Review of Select Board Meeting on 8-10-2020. The Trustees briefly discussed the meeting and thanked the select board for their support and for allowing the project to move forward.
   2. J. Brandt read the Trustees letter given to the Select Board into the minutes. Leonardi followed by reading the legal opinion provided by Durbin which accompanied the letter into the record as well. Both letters can be found on the library website for public view.
   3. **Building Advisory Committee Update**

The BAC is the liaison between BPS, the construction manager and the Trustees. Brandt met with the committee and asked that Michael Castagna be appointed the primary liaison between the construction manager and the library trustees. Castagna is expertly qualified as he has been a profession in the development/construction business for more than 20 years. We are very fortunate as a community to have someone of this caliber and experience assisting us.

**Motion**: J Brandt made a motion to appoint Michael Castagna as construction liaison for the trustees and Bonnet Page & Stone the construction manager. Seconded by K. Kilgore.   
**Vote** 3-0, Unanimously agreed.   
  
**Project Update**

**Schedule Update** – Timeline as presented by BPS was discussed with a start date of August 12.

**Ground-Breaking Ceremony**: Exact date yet to be determined. Weather and technology dependent. J Brandt to coordinate with BPS, Channel 22 and Trustees. Informal invitations to be distributed as the event will be down-played due to Covid-19 protocols.

* 1. **Project Financial Review /Update**  
     Funds were supposed to be received finance director; town administration has been working on preparing for the accounting of the project. Not yet completely refined. Ryan to reach out tomorrow morning. Communication received from finance director see attached communication. Sent out to legal according to GAAP in relation to municipalities and the law. Ron to provide a project account on where we are now. Confirming source of payment so it is clear. Reaching out to Tom Donovan at the Charitable Trusts for guidance on how funds should be handled. Currently, donations are in CD maturing so bond funds will be the first funds used in payment.
  2. **Memorial from Ruth Griffin’s family to North Hampton Public Library & Cultural Center Foundation**

Ruth Griffin former trustee, supportive of the library throughout her life. She was Jill Brandt’s aunt. Family reached out to the foundation. In leu of flowers individuals are to send funds to library. Trustees expressed gratitude to Ms. Griffin and her family for the wonderful gesture.

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

Session opened with no public comment or participation.

1. **Any Other Item that may legally come before the Board**  
   K. Kilgore received an invoice from Lavallee Brensinger. S. Leonardi made a motion to pay invoice number 14459 in. the amount of $986.26 to LaVallee Brensigner architects. Seconded by Brandt. Vote : 3-0 Unanimously agreed.   
   This is the start of phase 2, the construction phase of the project. K. Kilgore to forward to Ryan also. Capital reserve fund for payment.
2. **Next Meeting / Adjournment**  
   Meeting was adjourned by K. Kilgore at 7:57 pm