

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

**Meeting Minutes**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Thursday, November 12, 2020, 6:30 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt

Alternate: Emily Creighton

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 opened the meeting at 6:32PM. Pledge of Allegiance followed with introductions.

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

No public comment session.

1. **Town North Hampton Select Board Letter dated 10-27-**2020   
   Regarding NHPL Driveway Revision K. Kilgore read the letter from the select board to the Trustees regarding the driveway revision and DOT request into the record. Ron Lamarre to follow up with the engineering firm and continue the process of obtaining the permit. Ron indicated that the town departments have been involved in the process and will continue to be. It was discussed and agreed that the issue is ongoing. Additional correspondence to be requested from the select board from June and September correspondence sent to the select board regarding the driveway permit. K. Kilgore to request letters.
2. **North Hampton Public Library & Cultural Center Foundation Presentation**

Kelly Parrot, President and Dana Hooper, Capital Campaign chair

Summary of the foundation mission and background information. They are a 501-3c charitable organization as classified by the NH department of Charitable Trusts. They are apolitical in nature. The primary goal is to raise money for the new library on projects that the Trustees see fit and necessary. There is a $200,000 goal for the capital campaign being launched. These funds would be slated for furnishings, landscaping, IT equipment, etc. and any unmet needs of the new library. The goal is to work with the Trustees to supplement funds. A gift pyramid was presented. 50K gift was at the top. Circulation is up in light of the pandemic. Supporter level is primary level with more opportunities to give. Fuller Foundation gave $25,000 in 1974,. Sally Marcotte sister of Joan Fuller bequest gift of $20,000. The Fuller Foundation has given a gift of $50K over the period of three years. The foundation and the Trustees are extremely grateful to the Fuller and Bottomley family. Press release to follow.   
  
Year-end appeal. Gift in kind, interested citizens and business are welcoming their support. The Foundation wishes to work closely with the trustees to ensure that the goals align and are in concert with areas that need funding get funding. The foundation realizes that some donors have a desire for naming rights for the larger spaces. The Foundations stressed participation of all Trustees as well no matter, the level of commitment to achieve 100% participation. These funds are strictly for the new building and not operational costs. Would like photos posted of the project progress. Going for better to great.  
  
Press release will be coming in the next few weeks. The foundation requested a work session with the trustees to get more details of areas of need. There is an upcoming site walk planned for interested citizens. George Chauncey turning over a whole new batch of pictures as he is on site daily.

1. **Interior Finishes Presentation**
   1. Doug, Ron and Ryan present interior finishes.

Door finish – A digital finish board was displayed.   
Ryan explained his design logic with more of a wood finish. Richness of the material. Tones can be pulled out of it. Warm but still modern. Picks up on warm and cool neutrals that are in the flooring as well. Consistent with the color schemes, all colors are in a range. All doors will differ throughout the library. Slight variation of doors throughout. Wood tones can be pulled out in the shelving, furnishings and flooring. One concern was the prevalence of figuring. Slip matching can be used in the veneer to avoid this. Ryan to provide a finish board.

1. **Administrative**
   1. Approval of Meeting Minutes   
      October 8, 14, 27 and November 5 were presented by J. Brandt prior to meeting for review.   
      **Motion:** S. Leonardi made a motion to accept the Meeting Minutes of October 8, 14, 27 and November 5. K. Kilgore seconded the motion. Vote 3-0 passed.
   2. Librarian Reports  
      Liz Herold presented the Director’s report. Details of report are listed below.
   3. Librarian’s Report

# Building

One of the lights in the Ladies’ Room went out. We called PW to replace the unit, but it mysteriously came back on. If it goes out again they will come over and take a look.

# Operations

Operating Account TD Bank reconciled ending balance is $84,675.26

Non-appropriated Funds Account TD Bank reconciled ending balance is $71,436.40

Peoples Bank Checking Account #8667 October 31: $155,931.26

Capital Reserve Fund balance is $534,827.46

People’s Bank CD holdings : $60,000 and $96,653.67

Total Invested funds in People’s Bank $312,584.93

For the coming holidays the Library will be open the day after Thanksgiving, the 27 and Saturday the 28. Normally we are closed the day after Thanksgiving, but the past year and this year we have decided to be open. Christmas falls on a Friday this year and we would like to be closed December 24, 25, and Saturday the 26. We have been open other holidays during the year—Martin Luther King Day, Presidents Day, Columbus Day and Veterans Day, and this would ensure our staff can enjoy the Christmas holidays as much as possible during the season.

Working on the library budget for FY2022. Eversource indicated that in a new building we would need the Electrician’s load data sheet, and Ron Lamarre is working on getting that for us.

I have been in communication with our bookkeeper Andria Zaremba and we are working on having her work for us remotely. Looking at some possible avenues for this to work that we will hopefully have ironed out in the next month so that she can come back on board for us. One option is to switch to Quick Books online, and the other is to send her the accountant’s copy for her to work on at home using a library laptop with QB installed. We are looking at costing those options out and also the practicality of each.

We replaced the electrode pads in our AED unit that expired. They are good for 3 years. The cost was $225 for 2 adult and one children’s pad.

We are working on a mailing for new homeowners in North Hampton that would consist of two brochures, one for the library in general and one for the Youth Department. We want to engage with the newcomers and make them aware of what the library has to offer.

We are also looking at getting a VPN (Virtual Private Network) so that we can work completely remotely, should the library have to close again for the pandemic. The total cost would be approximately $1500 and a yearly fee of $495. With what has been happening in 2020, we feel this would be a good investment.

Diane Pikul of National Library Relocations will be coming to the library November 18th to assess our move into the new building and give us an estimate.

A new air purifier for the main library was ordered—Air Doctor which is used in Convenient MD facilities.

# Staff

We have had some staff out with illness and staying home until symptoms improve and COVID tests have been negative. We will continue to be diligent about keeping staff safe and isolating when not well. We had to close the library early Thursday November 5 due to staff illness. Patrons are largely not taking advantage of the evening hours, so it didn’t affect operations too much. Many patrons still prefer curbside pickup.

# Statistics

Circulation has increased this past month by 39% over the previous month and actually has increased from October of 2019 by 1%. Library visits by patrons have also doubled since discontinuing appointments.

# Programs

We held a virtual Zoom program *Thirteen Days in October*…with Michael Tougias. Sixteen people attended and it was an excellent program funded by the NH Humanities.

We are hosting on Zoom, Steve Hale November 16th for his program *Discoveries in Bird Migration* at 6:30. Registration is on-going.

We will be hosting the AARP on December 7th at 6:30 for a program on Cyber Safety for Senior Citizens. Still working out the details and will have a registration link soon.

Liz hosted Eve Fralick on Zoom Nov 10th for a program on hiking the Salkantay Trek and Machu Picchu.

The *Hooked on Books* Book club will resume on November 19th at 7 pm via Zoom with staff member Anne Powell hosting. Anyone interested can contact the library to pick up a copy of their monthly selection.   
  
S. Leonardi Comment on funds. 92K transfer to checking to access funds. She is checking other options perhaps we can get a better checking account rate.

**Youth Librarian**

There are a lot of fun programs planned by the Youth Librarian. Brand photographer doing a teen workshop. Storytime with chickens was done with Lisa Cody, master gardener. That will be on the you tube channel. Next teen week’s workshop is called “Building Yourself Up”.

**Motion:** K. Kilgore made a motion to accept the librarian’s reports, J. Brandt seconded the motion. Vote 3-0, Unanimously agreed.

* 1. **Review/ Approval of BPS Payment Requisition 003**

Requisition reviewed by Michael Castagna and signed off.  
 **Motion:** J Brandt made a motion to approve Application/Requisition number 3, dated, 6 November 2020 in the amount of $168,604.06 to be paid out of the unassigned funds balance. K.Kilgore seconded. Vote: 3-0 approved.

* 1. **Motion:** Next milestone for reimbursable expenses. K. Kilgore made a motion to approve Lavallee Brensinger- Invoice 14742 unassigned fund balance. $5471.75. J. Brandt seconded. Vote: 3-0.
  2. Nintendo Borrowing Agreement S. Leonardi reviewed and thinks that the agreement is fine.   
     **Motion:** S. Leonardi made a motion made for youth librarian Nintendo Borrowing Agreement . K Kilgore seconded. 3-0.
  3. **Motion:** Holiday Hours Holiday hours approved. K. Kilgore made a formal motion as follows holiday hours: Closed Thanksgiving Day open Friday and Saturday normal business hours Christmas closed Christmas eve, day and the day after. Leonardi seconded. Vote: 3-0

1. **New Business**
   1. Review of FY2022 Library /Presentation to Budget Committee  
      Kilgore asked if the trustees could be on the Budget Committee agenda. Liz will present S. Leonardi to also present. Presentation to be mailed out on Monday to the trustees. Jonathan Pinnate reached out for information and S. Leonardi will send him all pertinent supporting information. This is the first pass with the budget. Additional information on new building. S. Grant is confident with budget for FY2022. The library budget comprises only 5.5% of towns total budget. S. Leonardi discussed that the budget is already very lean. It is important that we do not overspend the budget. Budget meeting will require a posted quorum notice. Frank Ferraro, budget committee member, suggested the same.
   2. Review Solar PPA Opportunity

**Revision Energy Proposal**  
Michael Castagna spoke regarding the solar array and suggested more options be explored. It is suggested that the conduit in the mechanical room where the inverters would be then prepped for something to be installed on the roof. Bill Kibby indicated there are a lot of questions. Unclear on expenses and questionable payback. It is felt that this is a bit too early to make a decision with regards to payback. S. Leonardi commented on the e-mail from Lewis that noted that he did not see the cost savings and excessive payback period. *See e-mail.* Solar farm alternative was also suggested. Economies of scales and esthetics lent themselves better to a solar field. It was suggested that the town as a whole invest in long range planning for a solar field to include all town offices, the library and the school. Frank Ferrero indicated that the speakers touched on many of the points he found. Discussion went in to do solar or not. Energy efficiencies of the new library. Ron went through the new library net zero energy ready. With the proposal it’s only 75%. It is felt that currently it is a premature proposal. Conduits should be placed. Ron Lamarre is doing an energy model study currently. Factoring in insulation and triple pane windows. Leonardi thinks it’s a bigger discussion for the entire time. Select board and CIP. Building net ready. Wolfeboro library town decided to put in a solar farm. Suggestion from Frank. Electric bills supply and delivery charge as both are based on the amount of electricity you use. Grant to do research. It was also commented that a master town contract would be worth exploring. If and when the trustees decide to move forward with a solar proposal, three bids will be required. J. Brandt to contact revision energy to let them know we are postponing the decision for now pending more research and exploration into potential partnerships.

* 1. **Project Update**
     1. **Schedule Update – Timeline**
        + - Part of the slab was poured on Monday, 10 November the remainder will be poured on next Tuesday as there was a delay due to expected heavy rain. Framers will be on site for set up organization on Monday, November 17 and framing to begin after the slab pour on Tuesday.
          - Site work for the season is wrapping up. Septic tanks will be delivered and placed next week. Water tie-in will occur next week. Waiting until the Spring for the gas tie-in.
          - Still planning on doing basecoat prior to cold freezing weather. November deadline.

**Lighting package** has been approved with the substitution and there is no difference in the VE price. We are getting the wireless system. Michael was speaking with Tony at Longchamp’s for final issues. Package will not affect the GMP!

**AV package**- John Salvastano and Access A/V Proposal being reviewed.   
  
Looking to add a security package to the wish list as it was suggested by the police department. Still must decide on the trees. J Brandt to forward and finalize survey with S. Grant and the trustees. There was also a question regarding whether or not an irrigation system would be needed as it is budgeted for $5000. Perhaps there would be an opportunity to fundraise this line item with the foundation. Currently have a line item for grass seed but no further landscaping. S. Leonardi requested a wish list be discussed with Ron.

* + 1. **Project Financial Review/Update**
       1. **Public Walking Tour of Site**

Slated for next Saturday, George to coordinate with Dave to ensure safety. There is a sign up posted on the library site.

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

K. Kilgore opened the second public comment session.

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

The Board reserves the right to act on any item relative to the prudential administration of the

Library’s affairs, which circumstances my require.

1. **Next Meeting / Adjournment**

8:33 pm Adjourned.