

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

**Meeting Minutes**

**Date: May 3, 2021 at 5:00 pm**

**Location of Session: Zoom Meeting**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Alternate: Emily Creighton

Library Director: Susan Grant

Assistant Director: Liz Herold

Guests : Doug Shilo, Lavallee, Brensinger Architects

 Lewis Roch, NHPLCC Foundation

 Michael Castagna, NHPL Library Building Committee

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*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.*

Susan Leonardi, the Chair opens the meeting at 5:10 pm

All in attendance recite The Pledge of Allegiance.

**New Business**

 **AV Proposal Review**

 The Board discusses/compares the two AV proposals received. The consensus of the Board is at

this time not to move forward on purchasing the Channel 22 equipment for the Library. The two proposals seem to be comparable to each other. The Board discusses the pros of having a local vendor for the project and after installation support. Susan Leonardi mentions that Audio Video Experience, Inc has experience with Libraries.

Motion: I make a motion that accept the base proposal for the AV for the project as submitted by Audio Video Experience, Inc. for $ 71,189.86 pending the vetting process. The two Add Alternatives quoted will not be pursued as this point in time.

Made by Kathleen Kilgore

 2nd Jacqui Brandt

 Vote by Roll Call:

 Jacqui Brandt: Yes

 Kathleen Kilgore: Yes

 Susan Leonardi: Yes

 **Action Item** – Mike Castagna

 Mike will follow up with Audio Video Experience, Inc. on the vetting questions the Board has

 and the terms of the contract.

 **Landscape Discussion**

 Doug Shilo reviews the recent landscape design plan received from Mark Olson at Landwright

LLC which was produced after the recent site walk and points out his concerns on this proposed

 project. He is looking for the Board to confirm whether he needs to review this plan further

 with Civil and Mechanical. Doug notes a proper review this new plan this will incur additional

review costs. Doug reviews the original landscape design provided with the project with the

Board again. The consensus of the Board is stick to the basic LBA plan for the Foundation of the landscaping, the 8 trees, the upgraded, nutrient rich soil and grass, and irrigation. Phase Two of landscaping will happen after the project has completed. The Board will then have the proper time to work on incorporating the additional ideas from the Terraink and Landwright proposed plans. The Board will update Barrett in Thursday’s Bonnett, Page and Stone’s project meeting the direction on how to move forward on the landscaping.

**Action Item** – Susan Leonardi will forward to Board members the choice of trees to review.

We should choose the trees for the plan at Thursday’s project meeting.

 **Shelving Discussion**

The total cost priced out is $94,988.12. The price includes material, delivery, and installation. Susan Grant shares with the Board that she projects we will have an operating budget surplus of approximately $61,000.00 and in the non-appropriate account from the Hobbs Foundation we have $40,000.00. The Board discusses the project timeline and budget. It is time critical that we get the shelving on order, it needs to be delivered and installed.

Motion: I make a motion that we accept the following two shelving quotes received from Creative Office Pavilion dated 4-06-2021 for $ 63,345.91 and the second dated 4-06-2021 for $31,642.21 for a total of $94,988.12. The 50% down payment required is to be funded with the $40,000.00 donation we have on hand from the Hobbs Foundation and the balance of $7,494.06 to be funded out of the Library’s 2021 Operating budget.

 Made by Kathleen Kilgore

 2nd Susan Leonardi

 Vote by Roll Call:

 Jacqui Brandt: Yes

 Kathleen Kilgore: Yes

 Susan Leonardi: Yes

Susan Leonardi, the Chair closes the meeting at 6:40 pm

*Minutes by Recording Secretary: Kathleen Kilgore*