

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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Public Library**

**239 Atlantic Ave**

**Friday, March 11, 2022, 4:30 PM**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Library Director: Susan Grant

Library Assistant Director: Liz Herold

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**Call to Order by the Chair at 4:45 pm**

 **All in attendance recite the Pledge Allegiance**

**Administrative**

 Approval of Meeting Minutes

 2-08-2022

 2-18-2022

 Motion: I make a motion that we approve the meeting minutes for

 February 9, 2022 and February 18, 2022 as presented:

 Made by: Jacqui Brandt

 Second by: Susan Leonardi

 Vote: 3-0

**Librarians’ Reports**

Librarian’s Report

March 9, 2022

Susan Grant, Director

Building

We will need to get blinds installed on the side door and window for better viewing of movies during the day. I have contacted Portsmouth Blind & Shade to get a quote for this to be done. They recommended a blind like the others on the two windows and a removable shade for the door to put up only when we need to.

Operations

TDBank Operating Account ending balance 2/28/2022 $69,202.56

TDBank Non-appropriated Account ending balance 2/28/2022 $53,719.42

People’s Bank Account 8667 ending balance $54,811.97 February statement

People’s Bank Account 0790 ending balance $40,553.72 January statement

We no longer require masks to be worn in the library. The library was closed on the 25th due to the snow storm.

We received a check from the Dorothy & Paul Hobbs Fund at the NH Charitable Foundation in the amount of $8,848.21.

We had an after the holidays staff lunch on February 16th and a Yankee swap.

Statistics

We issued 17 new library cards in February. Circulation was up almost 50% from a year ago, but 7% down from January. February is a short month as well and we had 2 storm closings as well.

Programs

Friday Flix are back!

3/9/22 6:30 pm Zoom: Travel to Morocco with Eve Fralick

3/21/22 7 pm Zoom: The New Normal, New England Road Trip with Ted Reinstein, a WCVB Boston reporter. Sponsored by the Friends.

3/28/22 3 pm Wellness Book Club is back at the library.

4/16/22 6:30 pm Zoom: 100 Years of Radio with Mike Morin

4/20/22 6:30 pm Friends of the Library social at the library

There is a need to blinds for the side door for the large meeting room. We have received a quote from Portsmouth Blind & Shade Co.

 Motion: I make a motion that we approve the purchase of blinds from Portsmouth Blind & Shade

 Co. dated March 9, 2022 for $ 1,492.00.

 Made by: Jacqui Brandt

 Second by: Susan Leonardi

 Vote: 3-0

YOUTH SERVICES REPORT- FEBRUARY 2022

Although February is a shorter month, the number of patrons who attended programs was the highest it has been since last July.

Storytime saw 89 children and 80 adults this month. Themes ranged from Penguins to Diversity. The most popular activity of the month was when the children had to build houses for the Three Little Pigs, a book they heard in Portuguese and English. They were having so much fun, they stayed well beyond the end of Storytime. Melody had to tell them it was time to leave so we could reassemble the Creation Station for other patrons.

Our Family Place Program, Play, Learn & Grow starts March 2nd and will run every Wednesday through the month of March. We have 10 families currently signed up for the program.

READ+ART=FUN continues to get rave reviews. The first session ended February 9th, with the students finishing the books that they wrote and illustrated as well as the enormous dragon they made from the book, My Father’s Dragon. The second session started last week. Barbara is reading Flora & Ulysses to them and they started painting their own super hero capes. All the art projects she has done with the students have only been possible because of the wonderful Creation Station. Having all that space and especially a tile floor has been invaluable. There are 8 children signed up for this session. With the ambitious projects she undertakes with them, 8 is the maximum number we can accommodate.

We offered four sessions of Maker Monday, attended by 12 children total. Only 3 children total attended the four sessions of Tinker Tuesdays. I have decided that I won’t include Tinker Tuesdays in the Spring Youth Program offerings. Students will still be welcome to come into the Creation Station and work with the materials, it just won’t be a formal program.

I tried a Tinkerbox program for the Monday and Tuesday of February school break. It basically involved giving the children a container with a wide variety of materials for them to create with. Four children attended. One made some leprechaun traps, two made robots and another made a T-Rex.

Opus Scopus saw 10 students this month. Nick alternated between playing games with them after discussing the book and making slime or another craft.

Nick also hosted a Manga Club and 8 patrons attended over the four weeks.

He tried a Cottagecore craft night but although people signed up, they did not show up for the program. He is planning a Dungeons and Dragons group for March.

The Teen room seemed to see more activity this month with some “regulars” spending time in there after school. The patrons who use the room seem to be more tweens than teens.

As in past months, we have patrons in the Youth areas throughout the day, with a lull at lunch and later in the evenings. We did see patrons staying in the Teen Room until close several days this month however.

Social Media statistics:

Facebook: 5 Youth posts, 504 reached, 27 reactions and 5 shares

Instagram: (youth and adult)15 posts, 2 stories, 1 video - We reached 53.6% more accounts this month compared to last month.

Circulation Statistics:

Children: 1,062 items checked out or renewed

**Treasurer’s Report**

We are tracking within our the bottom line of our budget.

 Motion: I make a motion that we approve the Librarian Reports, Youth Librarian

 and Treasurer’s report as presented.

 Made by: Jacqui Brandt

 Second by: Susan Leonardi

 Vote: 3-0

**Old Business**

**Bonnette, Page, & Stone**

**Testimonial letter –** Keith McBey inquired on the status of this. Jacqui is still working on

 **Mechanical Room Door Install** -

Dave Geddes from BPS is coming Tuesday to install the door on the mechanical room to begin on Tuesday at 7 am. Kathy will be available to meet BPS Tuesday, Wednesday, and Thursday morning. The quote for installation of the door $ 3,814.00.

 Motion: I make the motion we authorize Jacqui Brandt to issue payment to

 Bonnette, Page & Stone upon completion of the door installation and

 a presentation of the invoice up to a not to exceed amount of $

 $ 3,814.00. The source of the funding to come from the Peoples

 United Account ending in 0790.

 Made By: Kathleen Ki/gore

 2nd by: Susan Leonardi

 Vote: 3-0

**Discussion of Items needing to be addressed and fixed:**

The flag pole needs to be repaired.

The door in entry way, the north door is catching on the threshold, it needs to be adjusted.

**Patio Furniture update** – The representative from Lowery’s in Maine declined to come to the

 Site to review the space and make suggestions. The Board by consensus

 agree for Kathleen to take the action item of providing the dimensions of the

 space and pictures from our google drive to develop a proposal of patio

 pieces to consider.

**U.S. Green Building Council – NH Chapter visit date**

 The Board will suggest to Doug Shilo of LBA to schedule the tour on Saturday, May 14, 2022.

 This is an excellent opportunity for a photo-op and publicity on the new building.

**New Business**

**Indoor Book bin invoice** –

 Motion: I make the motion we approve and pay the invoice for the book bin,

 Made by: Jacqui Brandt

 Second by: Susan Leonardi

 Vote: 3-0

**Lavallee Brensigner Architects** –

Amendment No. 6 is outstanding. It was discovered that LBA had missed issuing an invoice to us for the Amendment. The Board agreed it is approved for payment. The Board then discussed the unresolved issue with the cost of the Patio error, that caused a change order. Jacqui Brant will follow up with Doug Shilo on both items.

**Voting of Officers**

 Motion: I nominate Jacqui Brandt to serve as Chair of the Board of Trustees.

 Made by: Kathleen Kilgore

 Second by: Susan Leonardi

 Vote: 3-0

 Motion: I nominate Susan Leonardi to serve as Secretary of the Board of

 Trustees.

 Made by: Kathleen Kilgore

 Second by: Susan Leonardi

 Vote: 3-0

 Motion: I nominate Kathleen Kilgore to serve as Secretary of the Board of

 Trustees.

 Made by: Susan Leonarid

 Second by: Jacqui Brant

 Vote: 3-0

Motion: I nominate Kathleen Kilgore to serve as serve as the

 Representative of the Board of Trustees to the Capital

 Improvements Committee.

 Made by: Susan Leonarid

 Second by: Jacqui Brant

 Vote: 3-0

**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 may require.*

**Friends of North Hampton Public Library -**  The Friends have scheduled a social at the Library originally they had scheduled it for 6:30pm but now have rescheduled it for 11:30am.

**Next Meeting/Adjournment**

Susan Leonardi, the Chair adjourned the meeting at 6:00 pm.

*Minutes by Recording Secretary: Kathleen Kilgore*