

**North Hampton Public Library
Board of Trustees
Working Session**

Date: 4 April 2019, 6:00 pm

Location of Session: North Hampton Town Hall

Meeting Recorded / Broadcast Live on Channel 22

Attendees:

Chair: Susan Leonardi

Secretary: Kathleen Kilgore

Library Director: Susan Grant

Guest Speaker: Ron Lamarre, Lavalle Brensigner

Not in Attendance:

Treasurer: Jacqueline Brandt

Alternate: Margaret Delano

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.

A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North Hampton, New Hampshire 03862.

Board of Trustees Working Session

The meeting was called to order at 6:04 pm.

Ron Lamarre was delayed in traffic and will be a little late. The Board took this time to review housekeeping items since this is Kathy's first meeting.

Kathy has been sworn in by Susan Buchanan

Signature at the banks need to update, Kathy added:

1. TD Bank in North Hampton
2. Peoples United in Hampton

Kathy will need to be given a security fob, for online banking access.

Jacqui will be the point of contact to coordinate this with Peoples United.

Kathy needs to be signed up to the NH Library Trustee's Association. Participation provides:

- Access to Trustee manual
- Website access for reference material and information
- Annual workshops thru out the year
- NHLTA Annual Workshop, May 29, 2019 in Manchester May.
- Susan Leonardi is planning to attend

Discussed the need to set up our regular meeting schedule for the upcoming year.

It was suggested we continue with meeting schedule of the 2nd Wednesday of each month at 6 pm for the Regular meeting of the board. Susan will check with Jacqui to see if this works with her schedule.

Discussed Channel 22's need for (2) week notice if recording services are needed.

Library Trustees have a cabinet in the library. Susan Grant can assist with access.

Key to it

Contents:

Paperwork

Trustee Toolkit

Basic information about the Library

Job description

Policies

Discussion on the need to educate the community about the library. Communication could consist in providing infographics and statistics about the Library. What is the best way to communicate with the Town and all Committees? The goal of this is to bridge the gap of a lack of information and to develop a contact person with each committee.

John Savastano, Director of Channel 22 discussed communication options using Channel 22. He also described a new project that Channel 22 is rolling out. Radio North Hampton - POD cast and what it can offer as a communication channel.

Discussed the need that messaging being consistent. We need to work closely with Ron to make sure our message is accurate and consistent. The hardest point will be reaching everyone. To do this we will need to use multiple platforms in order to reach everyone in the community.

This messaging should bring to the community, awareness of all aspects the library:

How is the Library funded?

Who are the Trustees? What is our role?

The Library staff?

The Friends Group?

The Foundation?

How does the library fit within in the town?

The Library Trustees can start on this initiative now.

Ron Lamarre offers his congratulation on what he calls our first step.

What are the next steps?

Ron makes the statement that the March vote shows the town supports the library.

The group begins a discussion of what type of contract is needed in moving forward. Since Jacqui did not attend the meeting the discussion centered around different options on how to move forward. The Trustees will be meeting on Tuesday and decisions on how to move forward voted on then.

The group reviewed the documentation provided by BPS (Construction Manager):

1. North Hampton Library Addition & Renovation
2. North Hampton Library Addition & Renovation Cost Study

(copies of these documents are attached for the record)

The group discussed when is the best time for us to go in front of the Select Board, Budget Committee, and Planning Board. It was decided the best time would be during the summer. At the same time, we are having community meetings, meeting with focus groups and the sustainability committee we should go in front of each board and committee to get their feedback.

The group discussed that the Board of Trustee's have a position on Capital Improvement Committee (CIP). Currently, there is no designated trustee for CIP. We need to appoint a Trustee to the position at Tuesday's meeting.

Ron will draft up a contract and will have it submitted to by Monday for review by the Board at Tuesday's meeting.

The group discussed the project position of "Clerk of the Works" and what different option there are. BPS was the construction manager on the school renovation, and it might be helpful to inquire whether they had a "Clerk of Works" on that project.

Ron suggested because this project will be a phased occupied renovation, he suggest that we obtain a 2-year warranty.

There was a short discussion on required budgets outside of BPS contract. Ron will cover these in the contract in detail.

Ron will provide a copy of the contract with edit tracking so our attorney can see what has been edited from the standard boiler plate contract.

The group received notification during the meeting from Nancy Monaghan via an email to Susan Grant, that we should be prepared to present to CIP in early August.

Ron will send an email along with the draft contract to start scheduling meetings.

- I. Next Meeting Date – Tuesday, April 9, 2019 at 6:00 pm

- II. Adjournment

Meeting was adjourned at 7:17 pm.