

**North Hampton Public Library
Board of Trustees
Monthly Meeting**

Date: 9 April 2019, 6:00 pm

Location of Session: Mary B Herbert Conference Room

Meeting Recorded by Channel 22

Attendees:

Chair: Susan Leonardi
Treasurer: Jacqueline Brandt
Secretary: Kathleen Kilgore
Library Director: Susan Grant

Not in Attendance:

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 Monthly Board Meeting

1. Administrative

a. Call to Order

The meeting was called to order by Susan Leonardi at 6:06 pm.

Happy National Library Week

A special thank you to the Friends of North Hampton Public Library for sending the staff flowers.

b. Approval of Meeting Minutes from March.

***Motion** to accept made by Jacqui Brandt. Seconded by Susan Leonardi
Vote: 3-0-1. Kathleen Kilgore abstained from vote, did not attend meeting.*

c. Library Director's Report

Operations:

Participating in a free trial mobile Hot Spot from T-Mobile for patrons to try out
Susan Leonardi mentioned it if very popular who travel, college students. Susan Grant mention they had inquiries by patrons for the service. This is a special program T-Mobile is offering public libraries. After the free trial is up, we will review costs and interest to decide whether to sign up for a membership.

Boards with design concept for the expansion/renovation project are displayed throughout the library, along with information about the project.

Creation of a homework nook/study space – The staff is working to locate a dedicated homework nook in corners of the library.

Participating in a free trial of Newsbank. We have looked at this in the past but the cost had been cost prohibitive and the site was not user friendly. The cost has been reduced and improvements have made to search and navigation functionality.

FC Services has been hired as our new cleaning service. They seem to be working out well.

Debbie Kroner has met with the Library and other Town Department heads about making North Hampton a dementia safe community. We scheduling staff training at a future date with Debbie.

Statistics

Circulation was up 13% from last month, but down 4.8% from March of last year.

Number of people visiting the library, checking out materials, using public computers and meetings all increased last month.

Overdrive (ebooks and downloaded audiobooks) showed an increase as well, while Lynda.com and Hoopla showed a slight decrease. Kanopy stayed the same.

We signed up 11 new patrons

Programs

4-10-2019 7pm First Congregational Church- venue change from Lane Memorial Library - The Governor's Advisory Council on Diversity & Inclusion will be holding a listening session. This is a Seacoast Area Libraries sponsored event that Susan Grant organized with the help of Jim Maggiore and the other libraries in the SAL Cooperative.

4-13-2019 10am – 12pm Open House/Tech Fair at the library
The entire staff will be sharing the library's "Digital Branch" and assisting patron on setting up their electronic devices to access remotely.

4-16-2019 7pm Poetry in Word & Song with John Perrault, Mimi, White, and Mark DeCarteret, former Portsmouth Poets Laureate.

4-23-2019 2pm-4 pm Paint Party ages 8 and up. Materials fee of \$10

4-30-2019 6:30 pm Birds, Bats & Butterflies- Speaking for Wildlife (NH Cooperative Extension)

5-09-2019 6:30 pm Theresa Fersch - Sunrise in Spain (also her book title) – Hiking the Camino de Santiago

5-17-2019 6:30 pm North Hampton Bird Walk with Steve Hale. Discover birds in our community. Sign up required. A great family activity!

d. **Youth Librarian Report** – Connie has some great things going on.

1000 Books Before Kindergarten – A great program to get children reading
She currently has 6 preschool participants. She will recognize their milestone for each 100 books they read.

Kite Making Workshop – It was a lot of fun, 18 people attended

Connie is promoting youth events thru email. She is keeping updated email list for distribution of future events.

WHS Book club – She is still attending the book club at Holly Library and this will continue thru the end of the current semester. She continues to provide in her library the books for this book club.

Working with local businesses to donation for summer reading program incentives.

Summer Program:

The theme of this summer's program is Universal Stories.

Connie would like to purchase a "**Makerspace Crate**" from TEI Landmark. The crate includes games, activity books, a Makey-Makey coding kit and a motorized model of the solar system. It also includes (4) solar-powered "build" kits, Merge Cube with VR/AR goggles and projector, and downloadable apps from "Merge Miniverse".

***Motion** to accept made by Kathleen Kilgore. Seconded by Susan Leonardi
We use donated funds to purchase the "Makerspace Crate" for \$ 399 for
the summer program.*

Vote: 3-0

Purchased "**Discover Ready Space Kit**"

Susan Leonardi had a conversation with Connie about contacting our local business for donations. We have so few and they are approached so much. Susan Grant mentioned the have a long list of businesses willing to contribute. Susan Leonardi shared an idea of raffling of Themed Baskets for help raise money.

e. Treasurer's Report

Highlights:

We are doing good on budget. There are some areas we have over spent and there areas where we have under spent. Always happens every year. Maintenance, we cannot ever predict and utilities are a little bit higher than we predicted.

Discussed the Town's initiative of participating in Aggregated Electrical Supply Agreement with Rockingham Planning Commission. The Board gave directive to Susan Grant to reach out to the Town Administrator to inquire on our participation in this initiative with Town if they choose to participate.

***Motion** to accept made by Jacqui Brandt. Seconded by Susan Leonardi
To accept the Financial Reports as written.*

Vote: 3-0

- f. **Added Item to Agenda** – Reminder that the summer community newsletter deadline is May 7th. We need to think about want to write about, hopefully we will have more information from Ron and have some dates for community meetings.

2. Review progress on Action Items and Directives from March

a. **Reminder to review the Library's Strategic Plan for May**

Susan Leonardi asked Susan Grant to discuss when she meets with Debbie Kroner her thoughts on how to best to service our older library patrons and maybe the needs she sees in the future. Susan Grant mentioned they do not have actual meeting date set yet but she will bring it up when they do meet.

b. **Joint Meeting with Friends, Foundation & Trustees Meeting Confirmation**

We are scheduled to meet on Thursday, April 25, 2019 at 6:30pm at the Town Hall. Cynthia Swank has confirmed that works for the Friends. The meeting is important for us to have so we can discuss each of our rolls.

c. **NHLTA Annual Meeting: May 29, 2019, Doubletree-Hilton, Manchester, NH**

Action Item: We need to post a quorum notice.

3. **Old Business**

a. **Review of contract with Lavelle Brensinger**

Susan Leonardi provided an overview of our April 4th work session with Ron. We reviewed Ron's timeline. We talked about how far this contract should go. If we want to do the whole timeline, it brings us up to pouring concrete (the start of construction). We need to work on getting the price down and finding out how much we really need. This is probably one of the most important things we need. What he needs from us to get the design down, the sell sheets so we can start fundraising and really talking about what will be in these rooms and how the meeting rooms will function. We talked about a contract up the point of construction. Targeting the start of construction to be right after the March 2020 vote. The contract will include evaluating what the library has, what will need to be replaced, working with the library staff, the Friends, community sessions, will have a guarantee maximum price. We discussed meeting with CIP in August and we need to appoint a representative to CIP.

We have a 29-page draft of the proposed contract. We should have our attorney review. If we have questions on the contract and then we can have a conference call with Ron to review.

Motion: *Made by Kathleen Kilgore. Seconded by Jacqui Brandt*

We send a copy of the proposed contract with Ron Lamarre of Lavelle-Brensinger to the town attorney for review and guidance.

Vote: 3-0

We discussed targeting the May meeting of the Board to review our questions on the contract and review the response from our Attorney.

Action Item: *Susan Leonardi will forward the draft contract to the Town Administrator to have town council to review.*

Public Comment

Correspondence Received

Follow-Up: Right-To Know Request

Sender: Larry Miller

Date Received: April 9, 2019 via email

The communication was read at the meeting. A copy of communication is attached to these minutes for the official record.

Susan Leonardi reviewed the request about the movement of funds between the library and Foundation and back to the library. She also confirmed the issue has been resolved. The library has letter from Terri Knowles of The Charitable Trust Unit of the State of NH confirming the issue has been reviewed and resolved. The State Attorney General Office has reviewed and has confirmed satisfactory resolution of the error.

Susan Leonardi reached out to Terri Knowles earlier in the day to review this new communication from Mr. Miller on the subject and is awaiting a return response. Previously Jacqui has been in touch with Terri Knowles as well on this subject. Jacqui stated that this is a very common administrative error. It has been resolved. A lot of people like to throw around the word of fraud, however it has been determined. by the State that there was no mal intent. The issue has been resolved since November 2017 to the satisfaction of the State Attorney General's office. The Trustees have made and provided to Mr. Miller 3 times now, the same information. We are not sure if this is in the proper format that he would like, but it was provided in the format that is required and we are not allowed to manipulate the information provided as per case law. This matter was settled in November 2017.

We have responded today confirming receipt of today's follow-up request.
We will respond to his recent request.

4. New Business

a. Create Communication plan

Susan Leonardi shared with the Board an article of Marketing on a shoe string budget. We need to go out in communicate what is going on at the Library. Our messaging needs to on point and a consistent messaging. We need to use all the platforms used in town, in the school, in the community. We need to compile a list of entities to communicate with. Susan Grant will be point person to gather this information in a google doc.

b. Newspaper thank you to the community for support in March vote

We need to submit a Letter to the Editor thanking the Town for their support in the March vote. We discussed banners for the library building, both for a Thank you and Fundraising progress banner. Susan Grant will research an auto decal promoting / support of the Library.

Action Item: Susan Leonardi will draft a thank you for newspaper and will sent out to the committee for review. Any edits we have should be sent back to Susan Grant for finalization.

c. Review of Foundation and Friends MOU and by-laws

Revote of MOU with the Foundation.

Motion: *Made by Kathleen Kilgore. Seconded by Susan Leonardi*
We reconfirm the Memorandum of Understanding with Foundation as presented.
Vote: 3-0

d. Need to appoint a CIP member

Jacqui as agreed to be the representative to CIP. Kathleen will be the substitute if needed.

e. Resignation Letter from Margaret Delano, Alternate Trustee

The Board received a letter dated April 9, 2019 from Margaret Delano expressing that she no longer is interested in serving as an alternate on the Board of Trustees.

A special thank you to Margaret for serving as Alternate. We should also send a hand written thank you note from both the Board and the Library Staff

The Board then discussed the need to fill the open Alternate Trustee position.

Motion: *Made by Kathleen Kilgore. Seconded by Jacqui Brandt*
We advertise for open position of Alternate Trustee on the Board of Trustee for the Library.
Vote: 3-0

The position will be advertised for a 30-day period.

- f. **Discussion of setting the date and time for the Board's monthly meeting.**
It was agreed we would meet the 2nd Wednesday each month at 6 pm.
The Board will see how this goes with each member's schedule. If needed the meeting time will be adjusted for future meetings.

Next Meeting: **Thursday, April 25, 2019 in Town Hall**
Join meeting with The Friends of North Hampton Public Library and
The Foundation.

5. Adjournment

The meeting was adjourned by Susan Leonardi at 7:15pm

Appendix of Additional Documents to Meeting Minutes (for reference):

Librarian Report
Youth Librarian Report
Follow Up Right-To-Know Request from Larry Miller dated April 9, 2019
Resignation Letter from Margaret Delano
Terri Knowles, Asst Director-Charitable Trusts Unit – Email Confirmation
of Resolution NHPL & Cultural Center and Cultural Center Foundation
issue dated 11-07-2017

Librarian's Report
April 9, 2019
Susan Grant, Director

Operations

- We have the boards with the design concept for the expansion renovation project displayed in the library with info about the project available.
- We are getting a free trial Hot Spot from T-Mobile to see if patrons will utilize this service.
- Want to create a homework nook – study space where the Great Courses are and the games facing the picture books and train area. We'd downsize the games area and relocate the Great Courses to put in an L-shaped desk with a laptop, possibly 2 if there is space for 2 people.
- We are looking into possibly acquiring a subscription to Newsbank. We are running a free trial to try it out. The cost has gone down and the database has improved for searching and navigating.
- Our custodian of 6 years has moved on and we have hired FC Services to do our cleaning. They did our cleaning when our custodian was on a leave of absence for 4 months and we were very happy with their services.
- Debbie Kroner had a meeting with several town department heads about making North Hampton a dementia safe community. We will be doing staff training at a future date with Debbie.

Financial

- Operating Account reconciled ending balance TDBank \$49,880.38
- Non-appropriated Funds Account TDBank reconciled ending balance \$86,341.52
- Peoples Bank CD#1 142,312.34 (plus any interest accrued)
- Peoples Bank CD#2 \$94,874.90 (plus any interest accrued)
- Peoples Bank Checking Account \$10,057.84
- Capital Reserve Fund is at \$339,970.41 as of 3/31/2019

Statistics

- Circulation was up 13% from last month, but down 4.8% from March of last year.
- Number of people visiting the library, checking out materials, using public computers and meetings all increased last month.
- Overdrive (ebooks and downloaded audiobooks) showed an increase as well, while Lynda.com and Hoopla showed a slight decrease. Kanopy stayed the same.
- We signed up 11 new patrons.

Programs

We are celebrating National Library Week April 7-13th and National Poetry Month! We have a free raffle to win a \$50 gift certificate to the Book Outlet and a contest to guess the number of scrabble tiles in a jar to win a prize. Those who come to the Open House/Tech Fair Saturday the 13th will get 5 extra tickets for the raffle.

- April 10th 7 pm First Congregational Church- venue change from Lane Memorial Library - The Governor's Advisory Council on Diversity & Inclusion will be holding a listening session. This is a Seacoast Area Libraries sponsored event that I organized with the help of Jim Maggiore and the other libraries in the SAL Cooperative.
- April 13th Open House/Tech Fair at the library
- April 16th 7:00 p.m. **Poetry in Word & Song** with John Perrault, Mimi, White, and Mark DeCarteret, former Portsmouth Poets Laureate
- April 23rd 2-4 pm **Paint Party** ages 8 and up. Materials fee of \$10
- April 30th 6:30 pm **Birds, Bats & Butterflies-** Speaking for Wildlife (NH Cooperative Extension)
- May 9th 6:30 pm Theresa Fersch - **Sunrise in Spain** (also her book title) – Hiking the Camino de Santiago
- May 14th 6:30 pm NAMI- *In Your Own Words* (National Alliance on Mental Illness)
- May 17th 6:30 pm North Hampton Bird Walk with Steve Hale. Discover birds in our community. Sign up required. A great family activity!
- May 21st 6:30 pm **Inspiration to Love the Home You Are In** with Cynthia Clark Cheney, Interior Decorator.(Cynthia Clark Interiors)
- May 23rd 6:30 pm NH Humanities program: **Stark Decency: New Hampshire's WWII German Prisoner of War Camp.**
- June 4th 6:30 pm **Harmonica Workshop** with Mike Rogers

Upcoming

- July 23rd 6:30 pm - **Cruising NH History: A Guide to New Hampshire's Roadside Historical Markers** – Michael Bruno talk about his experience and book.
- Aug 8th 6 pm How to sell on eBay. Workshop by Robbin Levin.
- November 12 – Aileen Kelly: Women in the military to honor Veterans for Veterans' Day.

In Process

- Read to a dog (kids) R.E.A.D. to Rover program
- Medicare benefits workshop (ServiceLink)
- Interfaith relations program (Nicole Ruane PhD, UNH, Dawn Hamdi & local interfaith participants)
- Human Trafficking (NH Coalition against Domestic & Sexual Violence)

Youth Services Department Report – April 9, 2019

1000 Books before Kindergarten

This month I promoted the NH 1000 Books Kindergarten project at Story Hour. This is an early literacy initiative that encourages families to read to their young children and to use the resources of their public libraries. The project is based on the national 1000 Books Kindergarten initiative, and is sponsored by CHILIS and the NH State Library. We now have six pre-school children registered, and I will be recognizing the milestones of each 100 books read with the families, and a special recognition for completing 1000 books.

Kite-Making Workshop

This month's "Crafty Sat." event was a workshop on kite-making for all ages. There were three levels of difficulty for kite designs, and I provided instruction for all three. The event was well attended, and it was a perfect sunny, windy March day for everyone to test out their new kites on the side lawn!

Promoting youth events through Email

I have updated my email list for sending email notices of upcoming youth events, so that it is more accurate and current. It consists of all patrons and library users that I can identify as being parents or caregivers of children. This updated list will be useful if we decide to send out consolidated emails to promote all library programs.

Teen Activity

Our teen volunteers inventoried the library's puppet collection. The NHPL owns 65 puppets in reasonably good condition. Some are set out for play, others I will use at Story Hour. If we get a small theatre children can create their own puppet shows.

I attended this month's WHS teen book club meeting at the Hawley Library, representing the Winnacunnet Teen Librarians Coop. The book club will continue until the end of the semester and the WTLC will continue to provide ILL copies of the books.

Summer Reading Program

I have mailed requests to nine local businesses asking them for donations to contribute towards SRP incentives and prizes. I will follow up by telephoning the principals and paying visits to them over the next couple of weeks.

SRP Maker Programming

TEI Landmark:

We would like to purchase a "Makerspace Crate" from TEI Landmark for the Summer Reading Program theme that includes games, activity books, a Makey-Makey coding kit, and a motorized model of the solar system.

The crate also includes:

- Four solar-powered "build" kits that the NHPL can keep (astronaut, space fleet, recycle, and robot).
- Merge Cube with VR/AR goggles and projector. The Merge Cube is a device that is held in the palm of your hand and projects 3D images that are viewed through the goggles. Its software enables children to interact with virtual objects, to observe, learn and enjoy. They can also import 3D models or scan real-world items and convert them into virtual objects with the Cube.
- Downloadable apps from Merge "Miniverse" that are used with the Cube include such things as exploring outer space, entering a live volcano, being on the rocket booster of the Falcon 9 drone spaceship, examining the human body, and a virtual planetarium.

Children can also download Merge games onto a device (PC, tablet or smart phone) and use the goggles to play VR games. The crate is leased to us for the 3 months of summer for \$399. The crate would be paid for with funds from the Dan Brown Charitable Foundation.

The Penworthy Co.:

Through our book purchases we accumulated enough Reward Points with The Penworthy Co. so that I could order a free "Discover Ready, Set, Space" kit. The kit provides 13 educational craft activities to: make a solar system mobile, a comet, a moon phase spinner, and two constellations; decorate an area with stars, sundial, rocket, and astronaut; and create a sun, moon and earth to make an orbit game.

Fw: 91-A:4 Request

Kathleen Kilgore

Sun 4/21/2019 4:36 PM

To: Kathleen Kilgore <kkilgore@northhampton-nh.gov>;

📎 1 attachments (374 KB)

Foundation Transfers 2014 2018.pdf;

From: Ray Miller <rmiller@northerncomposites.com>

Sent: Tuesday, April 9, 2019 8:10 AM

To: 'Jacqueline Brandt'

Cc: Susan Leonardi; Susan Grant; margaret@luluposhhair.com; Kathleen Kilgore; 'Judy Day'

Subject: 91-A:4 Request

Jackie,

The information you provided is not responsive to my request.

I have waited until now to respond to your response with the hope that a new Library Trustees Board would decide to comply.

The request I have been making since last year is the following:

1. An itemized list of all the bequests and donations which were unlawfully transferred to the Foundation. The dates of the transfers, the donors and the \$ amount and the total of transfers.
2. An itemized list of all the bequests and donations which were returned from the Foundation. The dates of the transfers, the donors and the \$ amount and the total of returned transfers.

Until the Library Trustees provide this information and make a public statement of their responsibility in such a mistake, there can be no reason to expect anyone to donate to the Library or the Foundation.

I ask this message be received as correspondence to the Trustees at their meeting this evening, read into the minutes and a copy be included in the minutes of the meeting.

Failure to do so will certainly make clear the Trustees unwillingness to be transparent with the Public.

Additionally-

There is no section in the agenda for correspondence.

The Trustees could embrace the example set by the Select Board by allowing Public Comment at the beginning and end of its meetings.

Not doing so would send another message to the public as well.

Sincerely,

4/21/2019

Fw: 91-A:4 Request - Kathleen Kilgore

Larry Miller

 Reply all |   Delete Junk |  ...

Re: Alternate Position

MD

Margaret Delano <margaret@luluposhhair.com>

Tue 4/9, 4:45 PM

Jacqueline Brandt <brandtdev@comcast.net>; Susan Leonardi <msialeonardi@gm 

  Reply all | 

Inbox

Hello to All,

It is my understanding that I am no longer a North Hampton Library Board of Trustees alternate as the term is now over. The RSA states that it is a one year term. I am assuming that is in line with your terms and this recent election started a new term for all. The RSA is unclear.

If, according to the RSA, my term has not ended I do not wish to continue as an alternate for the North Hampton Board of Trustees at this time.

Thank you, Jacquie, for reaching out! I enjoyed my time serving and am so happy to have had this experience!

Thank you,
Margaret Delano

Sent from my iPhone

On Apr 9, 2019, at 2:48 PM, Jacqueline Brandt <brandtdev@comcast.net> wrote:

Good Afternoon Margaret,

I am reaching out to you to ask whether you are going to continue as the alternate for the North Hampton Public Library Board of Trustees. You have not been attending the past few regular meetings and special work sessions and we were not sure if you were still interested in participating as an alternate. We realize how busy life is for business owners and didn't want to assume that you were not continuing without communicating with you first.

Please let me know as soon as practical and I will let the other Trustees know. I very much value your input and participation on the board my hope is that you will continue.

 Reply all |   Delete  Junk |  

Jacque Brandt

for NHL BOT

Treasurer



Susan Leonardi <msialeonardi@gmail.com>

Transfer of funds from the North Hampton Library Foundation to North Hampton Public Library

Knowles, Terry <Terry.Knowles@doj.nh.gov>

Tue, Nov 7, 2017 at 3:04 PM

To: "brandtdev@comcast.net" <brandtdev@comcast.net>, Susan Leonardi <msialeonardi@gmail.com>, Judith Day <jed1226@earthlink.net>

Cc: "Donovan, Thomas J" <Thomas.Donovan@doj.nh.gov>

I am pleased to provide the following resolution to the North Hampton Public Library and Cultural Center/North Hampton Public Library and Cultural Center Foundation issue.

There were three transfers from the North Hampton Public Library to the Foundation

The following is information taken from the North Hampton Town Reports:

2014 Library Trustees transfer to Library Foundation: \$ 7,262.90

2015 Library Trustees transfer to Library Foundation: \$213,530.50

Total Transferred: \$220,793.40

7/8/2016: Sally Marcotte Bequest transferred to

Library Foundation by Library \$ 20,000.00

Total: \$240,793.40

November 4, 2017 letter regarding transfer from Foundation

to North Hampton Public Library: \$240,793.40*

*plus interest from the Merrill Lynch Certificate of Deposit when it matures in 2018

The Library Trustees will need to hold a public hearing for purposes of accepting the funds from the Foundation.

Thank you for your cooperation in this matter. If you have any questions please let me know.

Terry M. Knowles

Assistant Director - Charitable Trusts Unit

Dept. of Attorney General, 33 Capitol Street

Concord, New Hampshire 03301

603-271-3591 (phone) 603-271-2110 (fax)

terry.knowles@doj.nh.gov

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