

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

Date: June 5, 2019, 6:30 pm
Location of Session: Town Hall
Meeting Recorded by Channel 22

Attendees:

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

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 6:42 pm.

b. Approval of Meeting Minutes:

Work Session Minutes – May 23, 2019.

May Regular Meeting of BOT Minutes – May 8, 2019

Motion to accept both sets of minutes made by Jacqui Brandt. Seconded by Susan Leonardi
Vote: 3-0.

2. Old Business

a. Review of contract with Lavelle Brensinger

Discussion of the contract submitted by Lavelle Brensinger addition renovation of the Library dated April 15, 2019.

Motion Sign the contract with Lavelle Brensinger to proceed with the addition / renovation of the Library made by Jacqui Brandt. Seconded by Kathleen Kilgore. **Vote:** 3-0

Action Item: Each of the Trustees needs to sign contract & we need to return signed contract to Ron

- b.** Discussed the first listening session should be with the Foundation and Friends group in June with Ron. We anticipate they would have a lot of questions which would provide a good basis to work from with the future listening session with the public, committee, boards and civic groups.

Jacqui is attending the first CIP meeting on this Friday. We will know when we will be presenting to CIP.

We discussed maybe having a community listening session during Old Home Day or minimally getting out invitations to a future listening session on the addition renovation.

- c. Jacqui finalized the renewal of the CD at People's United, obtain an interest rate of 1.85%.
- d. Traffic Signs – John Hubbard is reaching out to NHDOT on obtaining these signs and getting them installed. Kathy has not heard back on the status of this but will follow up with John Hubbard.

Foundation Update – Foundation is interested in Kathleen and Jacqui joining the Fundraising Committee. Both Kathleen and Jacqui agreed to join. Susan and the Foundation discussed working on the message and coordinate with the Foundation's case of support, so the message is consistent as we communicate with the community.

3. New Business

a. NHLTA Annual Meeting held on May 29, 2019, Doubletree-Hilton, Manchester, NH

Susan and Susan participated in active learning session on Advocacy Session. This exercise could be used in helping us developing our strategic plan and a way to connect our community boards and committees. These would be One on One speaking sessions with a board and committee member to ask (2) questions:

What are the big issues that your community is facing in the next 18 – 24 months?

Who is one of the most non-elected person influential in your community?

"It's not the community's responsibility to make the Library to great. It's the Library's responsibility to make the community great". These sessions are not for us to speak about the library. These sessions are to get these contact thoughts on our community.

Action Item: We each should pick board and committees from the list to schedule A speaking session.

Librarian Report – please see report attached report

Youth Librarian Report – please see attached report

4. Public Comment

No Public Comments

5. Correspondence

No correspondence

Motion made to go into Non-Public

Motion made to enter properly posted Non-Public session made by Kathleen Kilgore, Seconded by Susan Leonardi. **Vote:** 2-0

6. Adjournment

The meeting was adjourned by Susan Leonardi at 7:38 pm

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

Librarian Report

Youth Librarian Report

Operations

- Window screens keep coming out. Public Works has taken them off to put new screens in.
- We are getting the outside sign repaired and cleaned by Timberline Signs who designed and installed it – provided by the Friends of the Library.
- North Hampton Public Library is an affiliate library partner with **Familysearch.org** that brings millions of genealogical records to researchers online to those with an account, which is free and accessible anywhere a computer and internet access is available. However, some records are not accessible at home due to restrictions placed by those who own the records but allowed Familysearch to microfilm and digitize them. Those records can be viewed at NHPL because we are an affiliate, or can be viewed at a Family History Center. **Familysearch has now added the ability for affiliate libraries to create Wikis as a tool to make people aware of our library as a location where records can be accessed that are unavailable through their account at home.**
- Elissa von Letkemman who designed our logo is designing a bumper sticker for us using a design guide given her at a cost of \$75 and printing costs. It will look similar to this in an oval shape-



Financial

- Operating Account reconciled ending balance 5/31/2019 TDBank \$47,083.00
- Non-appropriated Funds Account TDBank reconciled ending balance 4/30/2019 \$84,470.21
- 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 \$10,064.45 (May statement not received yet)
- Capital Reserve Fund as of 5/31/2019 \$340,994.63.
- Received a \$500 donation to the library from Tibbie Field.

Statistics

Waiting for statistics from some vendors to complete the month. Overall materials circulation was slightly up from last month. Overall circulation is higher this year than last year.

- We signed up 32 kindergarteners from NHS and 13 adults in May.
- There were 7 new Overdrive users.

Staff

- Susan attended the NHLTA conference May 29th in Manchester.

- Staff met with Ron Lamarre of Lavallee Brensinger Architects to designate interior spaces in the renovation/addition. Updated floor plan is available to view. This is not the final version, but one more step in the design process.

Programs

- NH Humanities program: ***Stark Decency: New Hampshire's WWII German Prisoner of War Camp***. Rescheduled for Sept 17th at 7 pm.
- Read to a dog (kids) R.E.A.D. to Rover program has been post-poned. Tucker had an accident at home and is recovering.
- June 4th 6:30 pm **Harmonica Workshop** with Mike Rogers was cancelled due to lack of interest.
- 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.
- July 26th 2 pm Friday Flick will be ***Squalus*** a documentary with Karen Raynes, journalist hosting
- July 31st 2:30 pm ***Medicare 101*** by ServiceLink rep.
- Aug 8th 6 pm ***How to sell on eBay***. Workshop by Robbin Levin.
- Sept 26th 6:30 pm ***Nature of New Hampshire***, a Speaking for Wildlife program
- Oct 2nd 6:30 ***Pilgrims of Woodstock***, John Kane who wrote a book and put together a program commemorating the 50th anniversary of Woodstock.
- Oct 17th 6:30 pm ***Quotable Eleanor Roosevelt*** with author Michele Albion
- Oct 24th 6:30 pm ***Spirit Chasers*** – 3rd year presenting a “spirited” program at NHPL.
- Nov 5th 6:30 pm Stephen Collins will present Herman Melville in a literary program/performance entitled ***Sailing Towards My Father***. Stephen Collins has performed as Robert Frost and Walt Whitman in past years at the library.
- Nov 12 – Aileen Kelly, Living History reenactor will present a historical program about women in the military.
- Nov 14th ***Mt. Kearsarge Museum Travel Program*** focuses on Native Americans.

Upcoming.....

- ***Tick talk*** - a program about ticks and pets which is being planned by the Dog Park Committee and will be cohosted by the library.

Youth Services Department Report – June 5, 2019

A **Hip Hop Dance Class** for ages 10 and up took place in the Craig Room taught by an instructor from Kristen Samson's BKS Dance. She has offered to hold another class here during the summer.

Thirty-one **Kindergarten** students walked over from the North Hampton School in three groups to have a tour of the library, listen to a story time, and receive their new library cards. I mailed welcome letters (explaining our youth policies) with the library brochure to each of the parents.

Summer Reading Program

I am in the process of doing visits for each grade at the North Hampton School to promote the summer reading program. Grade 8 came to the library for an orientation about the program and all of the services the library has to offer.

I completed my visits to area businesses for donations towards final gift basket raffles and incentive prizes. We received gift certificates from Pioneer Boardshop, Drum Center of Portsmouth, Gus' Bike Shop, Airfield Café, Shaws, Luv 2 Play, Atlantic Karate Training Center, King Kone (Sagamore Golf) and The Beach Plum.

The **Winnicunnet Teen Librarian Coop** currently consists of the Hampton Lane Teen Librarian Stacy Mazur and myself. Stacy and I met to cross-promote our summer reading program offerings, and to brainstorm on a future combined book clubs for teens. We jointly presented our SRP programs at the Winnicunnet High School to all 800 students. Our presentation was facilitated by the WHS librarian, Linda Osborne.

I have acquired an account for **Universe Sandbox**, a space simulator game for tweens and teens. It is a physics-based exploration game using gravit, climate, collision and material interactions on an intergalactic scale. The program is being loaded onto the teen room laptop.

Cynthia Swank of the Friends of the NHPL requested that I find teens interested in coming to a **Focus Group** meeting to tell us and the Friends what kinds of things they want from their library. I have two teens signed up so far.

Our **Display of the Month** in the Pre-teen area is "first books in series" and showcases the first of popular series runs. The 2019-2020 **Great Stone Face Book Award** nominees have been named (targets grades 4 to 5). We have purchased copies of all the books and I am promoting them at the last meetings of the Opus Scopus Book Club.

