

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

Date: July 10, 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

Call to Order in Public Session

The meeting was called to order by Susan Leonardi at 6:30 pm

Non-Public Session per RSA 91-A:3 (a Employee Review), (c. Reputation):

Motion to enter non-public pursuant the provision reference above to the made by Jacqui Brandt. Seconded by Kathleen Kilgore

Vote by roll call:

Susan Leonardi - yay

Jacqui Brandt -yay

Kathleen Kilgore – yay

Entered at 6:34 pm

Returned to public session at 6:45 pm

1. Administrative

Motion to seal Non-Public Session meeting minutes from Jun 5, 2019 meeting and today session made by Kathleen Kilgore. Seconded by Susan Leonardi.

Vote: 3-0.

a. Approval of Meeting Minutes:

JUN Regular Meeting of BOT Minutes – June 5, 2019

Motion to accept meeting minutes made by Kathleen Kilgore. Seconded by Jacqui Brandt

Vote: 3-0.

- b. Library Director's Report
Please see attached report for details provided
- c. Youth Librarian Report
Please see attached report for details provided
- d. Treasurer Report
Operations for the month and review of year were within budget
Reviewed unexpected revenue for the year:

Discussion on reviewing cost of on-line services, usage and adjustments needing to be made.

Motion to accept the Library Director's Report, Youth Librarian Report, and Treasurer's Report as presented tonight made by Jacqui Brandt. Seconded by Kathleen Kilgore
Vote: 3-0

2. Old Business

- a. Library Strategic Plan – Community Analysis: Listening
Action Item: Sign up in Library for the committees, organization etc.
- b. Debrief 6/27 listening session with Library Friends & Foundation to
 - 1. Feedback/New dates for more sessions
Need to refine and be more specific of the plans and the steps going forward and their respective timeline.

Consensus that we should target our next community listening session for Old Home Day.
 - 2. Next Steps
Meet with Ron and Keith to review the final design concept proposal.

3. New Business

- a. CIP meeting – Library and Town Administration capital projects due 7-12-2019
Action Item: Jacqui and Susan Grant will work together to complete required submittal forms for CIP which are due on Friday, July 12, 2019 for the presentation on Friday, July 19, 2019.
- b. Presentation to Select Board
- c. Bumper Sticker Vote
Motion: to accept Design # 1 with a change of the heart to Red by
Seconded by:
Vote: (3-0)

4. Public Comment

Scott Baker – Sits on CIP. Suggested we ask the Select Board to ask for The Homestead property for a new Library. He has asked this request be made prior to the July 22, 2019 scheduled meeting with the Select Board so we could come prepared to the July 22, 2019 meeting able to make a decision on how we are proceeding.

5. Correspondence

Written Correspondence from Scott Baker – North Hampton Town Facilities Proposal 7-10-2019

6. Next Meeting Date / Adjournment

The meeting was adjourned by Susan Leonardi at 8:02 pm.

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

Agenda

Librarian Report

Youth Librarian Report

Written Correspondence from Scott Baker – North Hampton Town Facilities Proposal 7-10-2019

DRAFT

North Hampton Public Library
Board of Trustees
Regular Meeting
10 July 2019, 6:30 pm
Town Hall

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Treasurer: Jacqueline Brandt
NHPL Director: Susan Grant
Alternate: TBA

Agenda

1. Administrative
 - a. Call to order
 - b. Approval of Meeting Minutes
 - c. Library Director's Report
 - d. Youth Librarian Report
 - e. Treasurer Report
2. Old Business:
 - a. Library Strategic Plan – Community Analysis: Listening
 - b. Debrief 6/27 meeting with Library Friends & Foundation
 - i. Feedback/New dates for more sessions
 - ii. Next Steps
3. New Business
 - a. CIP meeting - Library and Town Administration capital projects due 7/12/19.
 - b. Presentation to Select Board
 - c. Bumper sticker vote
4. Public Comment
5. Correspondence
6. Non-public session per RSA 91-A:3 Nonpublic Sessions. –I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded. (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
7. Next meeting date/Adjournment

Librarian's Report
July 10, 2019
Susan Grant, Director

Operations

We have signed a fuel contract for the upcoming winter with Lamprey Energy. They are giving us a competitive fuel price after we looked into oil prices from other providers.

A patron asked that we save the shrubs out front when we begin construction to plant elsewhere on the library grounds. We have milkweed for the butterflies and other shrubs that are mature would be difficult to replace.

The library sign outside has been refreshed by Timberline Signs who originally built and installed the sign. The Friends graciously paid for the work to be done since they originally paid for the sign. It looks like new!

Public Works repaired all the window screens.

Financial

- Operating Account reconciled ending balance 6/30/2019 TDBank \$47,139.45
- Non-appropriated Funds Account TDBank reconciled ending balance 6/30/2019 \$88,911.18
- 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 \$10,076.66 as of June 30.
- Capital Reserve Fund as of 6/30/2019 \$340,994.63 (have not received June statement yet)

Statistics

General circulation of materials was about the same this fiscal year with 39,997 last year and 39,983 this past year total circulation of print and non-print materials.

- Downloadable audio books saw a big increase of 33% from 1355 downloads in FY18 to 1799 in FY19.
- Ebooks also increased by 8% from 1795 to 1939 downloads. Hoopla increased by 35% or from 1525 downloads to 2062.
- Lynda.com increased by 97% from 507 views to 1000.
- We signed up 49 new Overdrive users as opposed to 44 last year and the unique users rose from 659 to 994 or an increase of 51%. That is an average of 84 people per month this year as opposed to only 55 per month last year downloading items from Overdrive.
- We signed up 202 new patrons (215 last year)
- Museum pass usage was up from 338 to 353. Meetings held in the library were 365 (335 last year) an average of one per day.
- Public Computer use stayed the same (2504 last year 2508 this year).
- Every month an average of 372 people check out library materials and an average of 1620 people visit the library every month. Library visits decreased slightly (1%) from 19,689 to 19,446.

These statistics seem to confirm that digital resources are increasing but print materials are still very important. We reduced the number of items in our collection by 543 this past year. The Museum of Fine Art pass was the most used pass, and the most checked out DVD was *The Book Club*. *Educated* was the most popular book and nonfiction book. *Where the Crawdads Sing* was the most popular fiction book.

Programs

- 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 16th 2pm showing of the local documentary on the submarine Squalus.
- 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 1st 6pm ***Tick Talk*** with Martha Wassell, Director of Infectious Disease Prevention at Wentworth Douglas Hospital, and Dr. Craig Kelleher, DVM in North Hampton. Sponsored by the Dog Park Committee.
- Aug 6th, 6:30 pm ***NH Black Bear Happenings***- NH Fish & Game program.
- Aug 8th 6 pm ***How to sell on eBay***. Workshop by Robbin Levin.
- Aug 15th 6:30 pm ***Child Voice*** presentation by Krista Brown in conjunction with the photo/art exhibit in the Craig Room July and August.
- Aug 22nd 6:30 pm ***Hidden History of the NH Seacoast*** – book and talk by Terry Nelson
- Aug 27th 6:30 pm Gus' Bike Shop program with Jeff Latimer
- NH Humanities program: ***Stark Decency: New Hampshire's WWII German Prisoner of War Camp***. Sept 17th at 7 pm.
- 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 12th 6:30 pm– ***Layer Upon Layer: Women's Clothing in the Civil War Era***: Aileen Kelly, Living History reenactor will present a historical program about women's dress in the Civil War period.
- Nov 14th ***Mt. Kearsarge Museum Travel Program*** on Native Americans.
- Nov 19th 6:30 pm Mike Rogers concert.

Youth Services Department Report – July 8, 2019

Summer Reading Program

All grades at the NH School received my introduction to the SRP, and signups began on June 17 and are on-going. The programs are running successfully thus far, including: the McAuliffe/Shepard Planetarium workshop; Human Sun Clock; a Sky Watch presented by the New Hampshire Astronomical Society with three giant telescopes; space-themed movie matinees, and weekly “happening things” (STEM activities based on space themes).

The **Teen Summer Book Club** has only a couple of participants. I’m continuing to promote it in hopes to reach more teens. We are now reading our second book, a Sci Fi graphic novel about teen time travel on the high seas.

Library Laptop and iPads

We have added some interesting software onto the laptop in the Teen Room: *Universe Sandbox*, and *Stellarium*. We have set up library user accounts for these, so patrons can go onto the web sites while at the library and explore space and do physics-based games.

Maker Crate

We have been working with the materials in the maker crate that we rented for the summer from TEI Landmark. There are 3 Merge Cubes that use smart phones or tablets, and two VR goggles that use smart phones. The Merge Cubes apps weren’t supported on our existing iPad, so we bought a new mini iPad and uploaded Merge apps to it. Kids are full of wonder at what they view in 3D or VR with these gadgets and apps. I am focusing on space-themed apps for exploration and games, but we are also looking at museums, volcanos and inside the human body.

There is a drone in the crate that is set up now. It works with a smart phone. I plan to do a demonstration event later in July so kids can learn how it works and fly it around the library’s “air space” (i.e. the parking lot). I need to clock some flight hours with it first myself, though, so I can fly it straight.

We also have four solar-powered robot building kits. I am building a few of them, and then will have a “Solar Power” event in July where kids will build them, take them outdoors, and see how they run under the sun’s power.

The two Makey Makeys in the crate are good for an indoor activity and I am practicing with them, and planning a workshop to teach kids how to transform bananas into musical instruments.

A new adult volunteer has joined us for several weeks in the summer, and our two existing adult volunteers are continuing with their regular hours. With their help I am able to keep up with the busy summer program schedule.

I arranged for two teens come in to the library to chat with me about what things they want in their library. Cynthia Swank of the Friends joined us. We talked about equipment for teen activities, library resources that these particular teens don't engage with or weren't aware of, collection development ideas, and furniture and space needs.



North Hampton Public Library Trustees <nhtmltrustees@gmail.com>

Fwd: North Hampton Town Facilities Proposal

1 message

Jacqueline Brandt <brandtdev@comcast.net>

Wed, Jul 10, 2019 at 2:05 PM

To: msialeonardi@gmail.com, nhpldirector@gmail.com, nhtmltrustees@gmail.com

Sent from my iPhone

Begin forwarded message:

From: Scott Baker <sb@scottbaker.net>
Date: July 10, 2019 at 1:51:34 PM EDT
Subject: North Hampton Town Facilities Proposal

All,

As many of you know, last month I proposed a plan for North Hampton's municipal facilities, which was published on Seacoast Online. Since that time, I have received feedback from many, with their likes and dislikes of what I had proposed. With such, I have amended the proposal, to incorporate the opinions of the dozens of people with whom I have spoken on the subject. The strawman revised proposal is as follows:

Phase I

A new library is built on the Homestead property, with the existing Library staying open and available to the public during the construction period. The Library relocates its staff and contents to the new building, once construction on the Homestead lot is complete.

Rationale

- Best, most appropriate use of the Homestead property, while ensuring that town facilities remain in a central, contiguous location.
- A "new" library will have the benefit of being built from a clean slate, and not be forced to conform to an existing structure, with many challenges.
- The larger Homestead lot will accommodate a circa 10,000sf building much better than the existing library lot, and will allow such to be more in conformance to town building codes.
- The larger lot will also allow for adequate parking, whereas the existing plan requires parking on adjacent lots.
- Library fundraising can be more targeting and productive, with benefactors being ensured that Library donations are being used for a library, and not a mixed-use property.
- The cost of a new library is estimated to be comparable, and perhaps less expensive, than a remodeling of the existing Library.

- Disruption to the Library staff and its patrons will be minimized during construction vis-à-vis an on-site construction project that attempts to build around a library that is intended to be “quiet” space. (The notion that the Library will remain open and “usable” during construction of the addition/remodeling is not practical.)

Phase II

The existing Library is retrofitted/refurbished/remodeled to allow the town administrative offices to relocate into the remodeled facility.

Rationale

- Good, appropriate use for an existing town facility, which doesn't require the purchase of new land, and benefits from an existing structure that is already intended for use by the public.
- Town administrative space is doubled, from circa 2,500sf to 5,000sf, allowing for more meeting, office and storage space.
- Much-needed space is made available to the fire and police departments to allow for refurbishing/remodeling on their current footprint (Phase III below)
- The cost of retrofitting the existing building will be less than new space in an unknown location.
- Town administration employees will be able to stay resident in their current location, until work is completed, and no rental or temporary space will be needed.
- Town employees stay within the footprint of the existing town facilities.
- Adjacency to the Town Clerk's office is improved.
- Actual work on the facility can commence as soon as the Library staff and contents are relocated, while design plans can commence immediately.

Phase III

The fire and police stations are retrofitted/refurbished/remodeled to allow the two departments to stay in their current footprint.

Rationale

- Both departments are in need of significant upgrades in terms of building, safety and workplace requirements.
- With the town administrative offices being relocated to the Library property, the two departments will have the ability to expand their respective spaces, while staying in their current location.
- Actual work on the facility can commence as soon as the town administrative offices are relocated, while design plans can commence in the near future.

Optional Phase

Purchase 216 Atlantic, raze the existing structure, and convert into multi-purpose outdoor space for residents and visitors, including parking and access to the forthcoming rail trail.

Rationale

- A parcel that is across the street from all town municipal buildings is tremendously useful and valuable for the future.
- Acquiring it provides current, multiple outdoor-use possibilities, but also allows the optionality to use for a town building, e.g. community center, etc., should the need and desire arise in the future.
- The town lacks a feasible rail trail head that would facilitate easy access to, and parking for, use of the rail trail by town residents and visitors.
- Access to the rail trail can be gained via the town-owned conservation property that abuts both 216 Atlantic and the rail corridor. Access can come in the form of a path with culverts, and/or an elevated walkway.

Next Steps

- Discuss draft proposal at July 22 Select Board/Library meeting.
- Determine within a reasonable range, and with expediency, the costs of both Phase I (new library) and Phase II (retrofit of existing library)
- Acquire commitments from the Select Board that the Library can have permanent use of the Homestead property, and that they can proceed with their building project in an unencumbered fashion.
- Acquire reasonable commitments from the Library fundraising parties as to what is expected and obtainable from private donations.
- Create and propose a warrant article(s) for the funding of Phase I and Phase II, either separately, or as a single article.
- Incorporate the Phase I/II warrant article(s) into this year's CIP process.
- Propose Phase I/II warrant articles(s) for March 2020 town vote.
- Consider warrant article for 216 Atlantic purchase.
- Retain design firm to begin conceptual plan for fire and police department remodel/retrofit.

Note: As before, this plan is a proposal, and it incorporates the feedback from those who have provided such from the original plan that I proposed in June. It is a fluid document, so any additional feedback that you'd like to share between now and the July 22nd meeting, would be welcomed, noted, and incorporated (if practical and in keeping with the overall objective). Importantly, no individual group, committee, department or any other party acting in an official capacity has either endorsed or condemned this proposal—it is the basis for discussion and dialogue regarding the facility challenges and opportunities that the town and its residents face, as we look to North Hampton's future. It's also worth noting that I don't have a dog in this hunt,

but instead, would just like to see the town make some progress in this area—as do many others.

(Feel free to forward to any person that you feel appropriate.)

Scott Baker

sb@scottbaker.net

603-767-8983