

**North Hampton Public Library  
Board of Trustees  
Monthly Meeting - Non Pubic Meeting Minutes**

**Date: July 10, 2019, 6:30 pm**

**Location of Session: Town Hall**

**Attendees:**

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

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*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.*

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**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 (1. Employee Review), (3.. 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

**Discussion:** Assistant Director Job Description Revised (drafted Jul-2019)

**Motion** to accept Job and job description as presented made by Susan Leonardi. Seconded by Jacqui Brandt

Vote by roll call:

Susan Leonardi - yay  
Jacqui Brandt -yay  
Kathleen Kilgore – yay

**Discussion:** Discussed promoting Liz Herold to Assistant Director and to increase her salary in steps.

The amount of the raise in FY2020 will be \$ 2,800.00 and balance to paid in FY2021 to bring the position up to area wage range for Assistant Director position.

**Motion** to promote Liz Herold to the position of Assistant Director effective immediately and to give her a raise in (2) steps. \$ 2,800.00 for FY2020, retroactive to 7/01/2019, and the balance of the raise for the position in FY2021 made by Jacqui Brandt. Seconded by Susan Leonardi

**Vote by roll call:**

Susan Leonardi - yay  
Jacqui Brandt -yay  
Kathleen Kilgore – yay

Discussion on current compensation policy and suggested changes to a COLA and Merit based policy.  
No motions made, will research and discussed further prior to making any changes.

Non-Public Session per RSA 91-A:3 (1 Employee Review), (3 Reputation):

**Motion** to recess from non-public pursuant the provision reference above to the made by  
Susan Leonardi. Seconded by Jacqui Brandt

**Vote by roll call:**

Susan Leonardi - yay

Jacqui Brandt - yay

Kathleen Kilgore -yay

Recessed non-public at 6:45 pm