

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

**Date: August 14, 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

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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.*

*A recording of the meeting can be found at: [http://www.townhallstreams.com/towns/north\\_hampton\\_nh](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.*

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**Board of Trustees Monthly Board Meeting**

**1. Administrative**

**a. Call to Order in Public Session**

The meeting was called to order by Susan Leonardi at 6:34 pm

**b. Approval of Meeting Minutes:**

Listening Session Minutes – June 27, 2019

*Motion to accept meeting minutes*

*Made by Kathleen Kilgore*

*Seconded by Jacqui Brandt*

*Vote: 2 -0- 1 X.*

JUL Regular Meeting of BOT Minutes – July 10, 2019

*Motion to accept meeting minutes*

*Made by Jacqui Brandt*

*Seconded by Kathleen Kilgore*

*Vote: 3 - 0.*

Work Session Minutes – July 17, 2019

*Motion to accept meeting minutes*

*Made by Kathleen Kilgore*

*Seconded by Jacqui Brandt*

*Vote: 3 - 0.*

Work Session Minutes – July 25, 2019

*Motion to accept meeting minutes*

*Made by Kathleen Kilgore*

*Seconded by Jacqui Brandt*

*Vote: 3 - 0.*

- c. Library Director's Report  
Please see attached report for details provided

Liz Herold has been promoted to Assistant Director of the Library

- d. Youth Librarian Report  
Please see attached report for details provided

We will have the rented Maker Crate until October, so Connie will be using it periodically thru the beginning of the fall season until it has to be returned.

- d. Treasurer Report  
Operations for the month and review of year were within budget  
Paid for some programming out of our non-appropriated account. Balance remains healthy / robust.

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 Brand*  
*Seconded by Kathleen Kilgore*  
*Vote: 3 - 0.*

## 2. Old Business

- a. Library Strategic Plan – Community Analysis: Listening  
Handout of the plan to review.

We need to work on this, it has been set aside for a bit and we need to work on it. The suggestion we divide it up for homework and then schedule a workshop to put it all together, choosing our goals and then decide how to implement them.

Homework:  
Come up with a goal?  
How do you implement the goal?  
How do we measure the progress?

Homework will be due for the work session scheduled for Wednesday, August 28, 2019 at 5:30 at Library.

Discuss moving forward on the Community listening project / process.

- b. Select Board meeting 7/22 follow up  
Kathleen Kilgore recuses herself, sits in the public section of the meeting room

Sue Leonardi sent a letter to the Select Board and it was read in their meeting on Monday. Mr. Miller presented a proposal for a new library building on The Homestead Property so will be discussed in another 2 weeks at a Select Board meeting.

Jacqui confirms that she still is support to our current plan and is hopeful that the Select Board will take us seriously and the needs of the community and the community's desire to move forward with our plan.

### 3. New Business

#### a. FY21 Budget –

##### 1. Creation of a Merit Pool

Suggestion of a \$ 6K for the pool's creation

Would like to reward staff hard work

Preliminary suggested compensation increase is at about 4%

Healthcare – Actual increase was 13%, we only budgeted 10%

Accounts for 20% of our overall budget.

Connie may be retiring in May 2020. We will need to discuss the plan going forward.

Budget due to town 9-13-2019. Will continue to re-work the budget towards finalization.

#### b. CIP submission and update

Jacqui provided update on the committee's work and they have added 2 additional meetings to the schedule because the town is doing some additional work and submissions. CIP has requested that we come up with a more solid number of what we will be asking for to build / renovate according to our plan.

#### c. Trustee Alternate

Sue Leonardi confirms we have received an email from Emily Creighton dated August 6, 2019 detailing her interest and qualifications in becoming an Alternate Trustee.

**Motion:** We nominate Emily Creighton to the position of Alternate Trustee for 1 that will Run thru March 2020.

*Made by Kathleen Kilgore*

*Seconded by Susan Leonardi*

*Vote: 3- 0.*

**Motion:** We forward to the Select Board for consideration and approval that Emily Creighton presented expressing her credentials and interest in serving as Alternate Trustee for a year's term which will expire in 2020 and accompanying our vote to approve her.

*Made by Kathleen Kilgore*

*Seconded by Susan Leonardi*

*Vote: 3- 0.*

#### d. Foundation update

Letter received Kelly Parrott notifying the Library team (staff, Friends and BOT) that they have contracted with Sandra Mitchell to assist with the fundraising campaign. They are currently conducting a feasibility assessment.

#### e. September Newsletter submission

The deadline for the fall community newsletter article is September 17, 2019.

**4. Public Comment**

Cynthia Swank –

Extends an invite to

Thank you for everyone's effort at Old Home Day

Raised money from bake good sales and handed out free books from the  
Beach Book Buggy

Liz Herold –

Thank you for the promotion and to Susan Grant for the opportunity and  
mentoring

**5. Correspondence**

Written Correspondence from Emily Creighton

Written Correspondence from Larry Miller

**6. Next Meeting Date / Adjournment**

The meeting was adjourned by Susan Leonardi at 7:33 pm.

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

Agenda

Librarian Report

Youth Librarian Report

NHPL Strategic Plan - 2018

Letter to Select Board from Chair, Board of Trustees dated 7-30-2019

Written Correspondence from Kelly Parrott, NHPLCC Foundation

Written Correspondence from Emily Creighton dated 8-06-2019

Written Correspondence from Larry Miller dated 8-13-2019

**North Hampton Public Library  
Board of Trustees  
Regular Meeting  
14 August 2019, 6:30 pm  
Town Hall**

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

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**Agenda**

1. Administrative
  - a. Call to order
  - b. Approval of Meeting Minutes- Work sessions July 25<sup>th</sup>, 2019 & July 17, 2019.  
Regular meeting July 10, 2019 and Listening session June 27, 2019
  - c. Library Director's Report
  - d. Youth Librarian Report
  - e. Treasurer Report
2. Old Business:
  - a. Library Strategic Plan – Community Analysis: Listening
  - b. Select Board meeting 7/22 follow up
3. New Business
  - a. FY21 Budget - creation of merit pool
  - b. CIP submission and update
  - c. Trustee Alternate
  - d. Foundation update
  - e. September Newsletter submission
4. Public Comment
5. Correspondence
6. Next meeting date/Adjournment

Librarian's Report  
August 14, 2019  
Susan Grant, Director

## Operations

- We had the carpets cleaned by our cleaning company FCServices who did a great job.
- Steve from Lamprey Energy gave us a quote for a replacement boiler for the CIP Committee, which was \$10,405 though the price is only guaranteed for 14 days.
- We now have bumper stickers to sell and distribute to promote the library. The Trustees sold them at Old Home Day along with the Commemorative ornaments from 2013.
- We received a large donation of audio books that we are working on integrating into our collection without overloading our shelves all at once.
- We are switching to once a month (every 4 weeks) dumpster trash pickup due to the high cost of every 2 week pick up. We are also locking the dumpster so it doesn't overflow and we incur extra charges. The savings could be over \$100 per month if it works out.

## Staff

- We have scheduled a workshop in October by HealthTrust for staff on dealing with stress in the workplace.

## Financial

- Operating Account TDBank reconciled ending balance 7/31/2019 is \$47,139.45
- Non-appropriated Funds Account TDBank reconciled ending balance 7/31/2019 is \$88,911.18
- Peoples Bank CD#1 143,660.44 as of 6/30/2019
- Peoples Bank CD#2 \$96,056.62 as of 6/30/19
- Peoples Bank Checking Account \$10,083.50 as of 7/31/19.
- Capital Reserve Fund as of 7/31/2019 \$706,153.01.
- I sent a report to the NH Charitable Foundation with photos of some of the programs we were able to offer because of the Dan Brown Charitable Foundation grant we received this past year. Their representative Lisa Detweiler was very pleased and said she would share the info and photos with him at their next meeting.

## Statistics

- Total circulation was down 8% over July of last year and up 10% over last month.
- 1450 people visited the library
- 55 meetings were held
- Public Computers used 161 times
- Museum passes were used 32 times
- Signed up 19 new patrons
- Overdrive was used by 85 people to download eBooks, audiobooks and magazines.
- 426 people checked out library materials in July.

## Youth Services Department Report – August 12, 2019

### **Summer Reading Program**

84 youth registered for the 2019 Summer Reading Program. This number held steady compared to 2018 (85 registrations). SRP events held since my last report were: Pajama Campfire Story Hour; reenactment of the Hamilton/Burr duel using water balloons for teens; live turtles at a nature talk; a workshop on nocturnal animals by the Children's Museum of New Hampshire; a play by Hampstead Stage about constellations; and an outdoor "Water Cool-Down Party". Attendance at these scheduled events was good.

Every week we held STEM activities and a movie matinee. Attendance for these began well, but then it dwindled as the summer progressed.

The SRP wrapped up on August 9 with a day-long drop-in event at which the children presented their activity logs and made themselves ice cream sundaes. We recognized the activities that they achieved and did the raffle drawings for the prize baskets.

A **new adult volunteer**, a special education teacher in Rye, organized the metal kids' supply closet, set up the STEM Happenings, and prepared craft materials during July.

Our rented Maker Crate contained a **Drone** and I did some demonstrations on how to fly it in the library parking lot. The **merge cube and VR goggles** were very popular and children used our new mini iPad to explore the materials. We have the crate until mid-October so I will promote other events using the books and gadgets.

We have the NH State Library **3D printer** for the duration (several more weeks). I offered demonstrations on printing 3D objects over the course of a week. I uploaded the compatible 3D imaging software, "Youmagine", on the teen room laptop for anyone who wished to build their own 3D object for printing.

I conducted a story hour at **Fuller Garden** as part of the area town librarian rotation. There were approximately 20 people in attendance.

North Hampton Public Library  
Strategic Plan - 2018

North Hampton Public Library Profile

The first public library in North Hampton was established with state funds in 1892, in the southwest corner of the historic Town Hall building. In 1907 a fieldstone structure was approved and built, and in 1955 an addition was made to this structure. In 1974, a new 5600 square foot library was built, which serves the community to the present day.

The mission of the North Hampton Public Library is to provide library resources and services to meet the evolving educational, cultural, informational, and recreational needs of the community of North Hampton.

The goals of this plan are:

- To work toward an expanded facility to meet community needs
- To develop and provide programming & services for all age groups that reflect the mission of the library
- To make available materials for all users in diverse formats.

Community Vision Statements from 2006

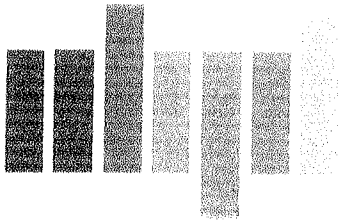
These were the vision statements receiving top priority from the Long- Range Planning Committee in 2006:

- North Hampton will have a municipal complex that includes an expanded library.
- North Hampton's town departments will be housed in facilities that present a welcoming and attractive center for the community, that provide adequate space for all departments, and are environmentally friendly.
- North Hampton's historical heritage will be preserved and disseminated to community members through the collaborative efforts of community groups.
- North Hampton will offer community space for diverse cultural opportunities and civic events.
- North Hampton will provide for the needs of all residents, regardless of age or income.

Service responses from 2006:

- Commons: Address the need of people to meet and interact with others in their community and to participate in public discourse about community issues by providing public space for meeting and gathering for individuals and groups in the community.
- Current topics and titles: The North Hampton Public Library will help fulfill community residents' needs for information about popular cultural and social trends and their desire for satisfying recreational experiences by providing a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats people want, and will be selected primarily on the basis of local demand.
- General Information: The North Hampton Public Library will help meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life by offering print, non-print, and electronic reference resources that cover a broad variety of topics, and will provide staff skillful in determining users' needs and in locating relevant information that satisfies those needs.
- Lifelong Learning: The North Hampton Public Library will help address the desire for self-directed personal growth and development by providing an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest.





North Hampton  
Public Library and  
Cultural Center

North Hampton Public Library Board of Trustees  
237A Atlantic Avenue  
North Hampton, NH 03862  
July 30, 2019

North Hampton Select Board  
233 Atlantic Avenue  
North Hampton, NH 03862

Dear North Hampton Select Board:

Thank you for meeting with the Library Board of Trustees on July 22, 2019 and listening to our presentation on the library addition/renovation plan. We appreciate your feedback and acknowledge that your offer of building a new library on the "Homestead property" is in good faith, but after careful consideration of advantages and concerns, the Library Board of Trustees have voted to move forward with renovating and expanding the current library building.

The Trustees have learned from experience participating in past town plans and feel that this plan represents the most feasible, cost-effective option for the town. Members of the North Hampton community have invested years of time and tax payer money to support the library and the library capital reserve fund. The Trustees feel that changing course now would only disappoint the community and require additional time and money.

Sincerely,

Susan Leonardi  
North Hampton Public Library Board of Trustees

Dear NHPL Staff, Friends, Trustees, and Foundation Members

This year, the Library Trustees has developed a separate, detailed plan for the expansion and renovation of the current Library building, a practical alternative which will serve the community for decades to come.

We wanted to let you know that we are currently conducting a feasibility assessment to gain some feedback on our plan to generate funding for the renovation and expansion of the North Hampton Public Library. The Foundation has contracted with Sandra Mitchell, an independent consultant, to conduct a series of interviews to help evaluate this plan. This month Ms. Mitchell will be interviewing approximately 30 individuals from the community. All responses from these interviews will be anonymous and will be incorporated with the suggestions and perspectives of others in a written report to the Library Trustees and Foundation Board to gauge community support to fund this project.

Sincerely,

Susan Leonardi, Trustee  
NHPLCC Board of Trustees

Kelly Parrott, President  
NHPLCC Foundation

From: **Emily Creighton** <[sodiumc@comcast.net](mailto:sodiumc@comcast.net)>

Date: Tue, Aug 6, 2019, 11:14 PM

Subject: Library Trustee Alternate Position

To: <[nhpldirector@gmail.com](mailto:nhpldirector@gmail.com)>

Dear Susan,

Would you please forward this request to the Trustees.

Dear Trustees,

I am interested in volunteering as a Library Trustee Alternate.

I have a long service history at the North Hampton Library. First serving as a member of the Friends of the Library, I had the privilege to work with Jane Palmer, Dottie Dalrymple, Betty Coyne, Lee Kierstead, Beth Seaverns and other dynamic women who were actively raising money to supplement the Library's budget as well as promoting the building of a new library. During that same time, I also volunteered to assist the Children's Librarian, (Lorreen Keating) with a young adult reading group. And lastly, I served as a Trustee of the North Hampton Library for six years. It was during this time that the Trustees got a warrant article placed on the ballot to establish a capital reserve fund to build or expand the library.

To serve as an alternate will allow me the opportunity to return to serve with others working on behalf of the residents of our community.

Thanks for your consideration,  
Emily Creighton

Sent from my iPad