

**North Hampton Public Library
Board of Trustees
Working Session**

Date: 2019 August 28, 3:30 pm

Location of Session: North Hampton Public Library

Meeting Not Recorded by Video

Attendees:

Chair:	Susan Leonardi
Treasurer:	Jacqueline Brandt
Secretary:	Kathleen Kilgore
Assistant Library Director:	Liz Herold
Alternate:	Emily Creighton

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.

Board of Trustees Working Session

Public Attendance

No one in attendance

1. The meeting was called to order at 4:37 pm by Susan Leonardi

There was a brief discussion about the CIP meeting to be held tomorrow, who will be presenting Larry Miller and Scott Baker. Cynthia Swank will not be attendance but has an email of her thoughts. It was stated the original warrant article setting up the Library Capital Reserve Fund had included discussion points that the Library should be separate from the town. Susan Leonardi this has been the overriding theme with the Community during the Town Campus plans. The Community supports the Library but the want to go by department by department.

The Foundation is continuing with the feasibility study and interviewing people. Sandy will have a report for the Trustees that will report what people with support and what can be fundraised. The feasibility study is a cross section of the community and Sandy is still interviewing.

2. Approve Minutes from non-public on June 5th and July 10th

Approval of Meeting Minutes:

Non-Public Meeting Minutes – June 5, 2019

Motion to accept meeting minutes made by Kathleen Kilgore.

Seconded by Susan Leonardi

Vote: 3-0 .

Non-Public Meeting Minutes – July 10, 2019

Motion to accept meeting minutes made by Kathleen Kilgore.

Seconded by Susan Leonardi

Vote: 3-0 .

Non-Public Meeting Minutes – June 5, 2019

Motion to unseal meeting minutes made by Kathleen Kilgore.

Seconded by Susan Leonardi

Vote: 3-0 .

Non-Public Meeting Minutes – July 10, 2019

Motion to unseal meeting minutes made by Kathleen Kilgore.

Seconded by Susan Leonardi

Vote: 3-0 .

3. Strategic Plan – set goals and evaluation criteria

New / Expanded Facility

Length of our strategic plan: 3 – 5 years

Is this a Macro and Micro Plan?

Incorporating the Rail Trail

4. Lavallee Brensinger invoice no. 13170 8-13-2019 \$ 28,125.00

Motion to approve and pay Lavallee Brensinger's invoice

No. 13170 dated 8-13-2019 for \$ 28,125.00

Made by Jacqui Brant

Seconded by Susan Leonardi

Vote: 3-0 .

5. Any other business

Kathleen Kilgore recused herself from the discussion as a Board of Trustee.

She removed herself from the table and sat in the public chair.

- a. There was a discussion about the Select Board's request to meet again with the Trustees to review Larry's proposed plan for 1 new building on the Homestead Property for a stand alone library. Susan thought if the Trustees were to agree to meet with the Select Board again it would be to bring Ron Lamarre because he can speak to the costs. The 2 board members and the alternate are still taking the Select Board offer to meet under consideration. There was no decision made.
- b. Sue Leonardi has had a discussion with Atty Steve Bennett about whether the Select Board vote to expend town funds to put forth library fund on the Homestead. Atty Bennett confirmed yes, they can. Susan asked if they can use the money in the Library Capital Reserve Fund and Atty Bennett confirmed they cannot expend from the Fund. The Library Trustees are the only named Agents to expend the funds. Even it passes they cannot make the Library, or the Trustees move and when it does passes it immediately comes to the Trustees jurisdiction.

6. The meeting was adjourned by Susan Leonardi at 6:25 pm

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

Susan Grant – Draft NHPL Strategic Plan

Larry Miller – Comprehensive Plan North Hampton Town Buildings 8-26-2019

DRAFT
North Hampton Public Library Strategic Plan

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.

These were the vision statements receiving top priority from the Long- Range Planning Committee in 2006. They are still relevant in 2018.

- North Hampton will have [a municipal complex that includes] an expanded library. (a municipal complex was voted down 2 years in a row so this plan has been tabled)
- 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.

Facility

Residents will have a modern library facility that will serve the needs of community members.

Objectives for Facility

- Construction of an expanded library facility will be completed by the end of FY2020.
- Presentations to educate community members about the need for an expanded library facility will be developed and given to community groups by Library staff and Trustees, as suitable.
- Public input and feedback received at presentations will be used to refine and improve design concepts.
- A marketing plan that will showcase library services and enhance the visibility of the Library in the community will be developed for immediate implementation.

Costs of design & construction may include:

- Capital Reserve Funds
- Matching Library funds
- Private fundraising efforts
- Taxpayer support through long-term bond.

The Library will support educational, informational, recreational, and cultural programming which addresses the interests of all age groups. The Library budget will support programming goals by adequately funding. Programs will be planned quarterly that address the needs and interest of pre-school children, school-age children, teens, and adults. Programs will be planned using a planning worksheet and evaluated by staff & attendees using an evaluation form.

The library will provide:

- Staff members with knowledge of community needs, relationships with community members and groups, public relations and marketing skills.
- Up-to-date technical & audiovisual equipment for program presentations.
- Provision of sufficient parking at or near the library in addition to parking required by normal library use.
- An annual survey of patron programming interests will be conducted to develop plans for programming that meet the needs of the community.

Educational Needs–

- Work with the school, Historical Society, Heritage Commission and other town departments by have a staff liaison for each committee.
- Determine the educational needs in our community by reaching out to North Hampton School and WHS.
- Job searching
- Youth Librarian will coordinate with school curriculum where practical to provide materials pertinent to student project needs.

Cultural Needs

- Plan programs of interest to community. Determine what is of interest, popular, historical, educational (survey)
 - NH Humanities – programs planned and funding provided by.
 - Dan Brown grants can be utilized for funding.

Informational Needs

- Staff members assigned to keep up with current events, trends, community events and issues by talking to town officials, watching committee meetings on channel 22 or attending meetings, and communicating with other libraries about successful programming.
- Provide timely programming about topics of interest.
- Provide information in a variety of forms, such as print, non-print, electronic reference resources, pamphlets, emails, flyers, and will provide staff skillful in locating relevant information to satisfy needs.

Recreational Needs

- Work with the Recreation Department and communicate with them regularly to discuss programming (such as programs of interest to PASA, children's programs)

- Keep abreast of current trends in recreational activities in the community, at the school, and with various age groups.
- Provide opportunities for fun and entertaining activities at or through the library for all ages.
- Determine what the library can provide thinking outside the normal library environment—sewing machines, tools, musical instruments, camping equipment, etc.

To achieve the library goals:

- Provide 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, as well as offering current forms of materials and services, and will be selected primarily on the basis of local demand.
- Evaluate marketing methods and plans.
- Evaluate staff roles, methods, customer service.
- Evaluate our service “model” for ways to improve.
- Evaluate the current demographics and identify ways library outreach could be more effective using marketing tools, community resources, etc.

Community profile

The population of North Hampton in 2017 was 4,465. There are 1,747 households in North Hampton. 30% of the households have one or more people under age 18. 65% have children age 6-17 year. 48% of households have one or more people age 60 or over. Only 8.3% of households have people age 65 and over.

There are an estimated 1,419 families in North Hampton. The median family income in 2017 was \$117,708. Median household income is \$103,520. 581 families earn less than \$100,000, 695 families earn over \$100,000 and 377 families earn over \$200,000.

Almost half of adults over age 25 have an associate’s degree or higher. The estimated civilian employed population is 2,469.

- 48% work in management, business, science, and arts occupations
- 25% work in sales and office jobs
- 13% work in service occupations
- 10% work in production, transportation and material moving occupations.
- 5% work in natural resources, construction and maintenance occupations

North Hampton Demographics 2017

Under 5 years	397
5 to 9 years	203
10 to 14 years	260
15 to 19 years	248

20 to 24 years	151
25 to 34 years	365
35 to 44 years	514
45 to 54 years	641
55 to 59 years	569
60 to 64 years	378
65 to 74 years	562
75 to 84 years	295
85 years and over	61
Median age (years)	50.3

Library Operations

- Open late 2 nights a week
Slower between 7-8 pm
- Open until 2 Saturday, closed Sunday
Slower between 1-2 pm on Saturdays

Repeat programs

- Preschool Story time
- Youth book groups
- Adult book groups
- Knitting group
- Friday Flicks

Questions to consider as we formulate the strategic plan:

Should the library be open more in the evenings and weekends to accommodate working parents?

What materials and services do those families desire and need?

Can those needs be met through online resources, services, and databases, rather than extending library hours?

Would extended hours motivate new users?

What services and materials are needed or desired by working families, and those with incomes under \$75,000 per year?

What are the needs of those who are over age 60 and likely retired?

What are the needs of those earning more than \$100,000 per year?

Should goals include increased circulation, (if tied to an increase in programming) or finding other ways to engage the community to use the library and library resources? The library gets 18 new users per month/average.

An average of 374 people check out materials every month, but 1628 people visit the library every month. This could mean that about 70% of the people who visit the library are not checking out materials, but using the library for other purposes, such as public computers (13%), quiet study space, programs, reading, library amenities, such as rest rooms and free coffee/hot chocolate.

Should goals include increasing traffic in the library by attracting users to use the library for other purposes other than checking out materials?

The Time has arrived to develop a Comprehensive Plan North Hampton Town Buildings

8-26-19

Background Information

For many years, several Select Boards have tried to pass construction projects which would address the Town's antiquated buildings. Highest priority has been the task of updating the Fire/Rescue/Police building. To date, none of the associated Warrant Articles has passed at election. Our last election confirmed the voters would not consider buying a site for expansion. Thus, the focus of this plan is to use the buildings and land the Town has now to their best purpose. Results, cost, utility and time are all considered factors.

The Police building which was built in 1990 to accommodate a total of 8 employees had an unfinished second story. The space was intended for the future growth of the Police Department. Today, the total staff numbers 14.

The Police Department now has male and female officers. The making of gender appropriate facilities available has stretched the first-floor space to its limit. Outside storage of records in the parking lot is now, unfortunately, necessary.

Since 2001, the second floor of the Police building has been the home of our Town employees. This space no longer adequately serves these employees, their records, storage of artifacts and records of the Heritage Commission and the Historical Society or the North Hampton citizens who go there to conduct their affairs.

The Fire Department building was constructed in 1968 for a Fire Department with 1 fulltime employee. In 1986, the Town voted to have 24-hour protection. The staff increased to 1 chief and 12 firefighters. Today, the force is a Chief, Deputy Chief and 12 firefighters. We also have 24-hour Paramedic service. We also have a female firefighter who is also a Medic. Professional and personal accommodations are very inadequate. Gender accommodating facilities are necessary for any professional workplace.

See the list of deficiencies in the FD/Rescue building on pages 6 and 7.

There are no alternative locations for the Town employees. And yet, they must be relocated in order to allow the FD/PPD Safety Center to be improved. There is no alternate location for the FD/PPD services.

Phase 1

The highest responsibility for any Select Board is the health and safety its citizens. Improvement of the Public Safety facility is 10-15 years past due. Therefore, the redevelopment the FD/PPD buildings needs attention first.

However, there is no way to seriously address the gross deficiencies in this building while the Town employees are located above the Police station. This 2500sf space is also grossly inadequate for the employees, record storage and accessibility for the public. We must provide them another location.

The best, fastest and most economical way to accomplish this is to build 1 new Town building. That building is a new stand-alone North Hampton Public Library on the Homestead lot.

Once the new Library Building is completed and occupied, the old Library can be quickly repurposed to be the new home for the Town employees.

In future years, with the second floor of the Police Department vacant, plans to renovate the FD/PPD building can be executed.

I have attached two scaled drawings of a new North Hampton Public Library Building sited on the Homestead lot which meet all the requisite municipal setbacks. Augmented parking is included. A place for a new septic system is also included. **See pages 8 and 9.**

Why not expand the North Hampton Public Library in place?

The present North Hampton Public Library expansion plan calls for expansion of a building never intended to be expanded. Many architects have told us the building is not suited for expansion. The plan also includes no additional parking. The plan requires construction while the library is open. The options for a new library space are limited by the condition of the existing building, the

location of its leach field and the proximity to the historic Stone building. The expansion of the existing building does not conform with the present and future needs of the other Town public facilities. The expansion plan of the Library building does NOT comply with the setback requirements of our Town Zoning Ordinance. However, the existing Library building is very well suited for the future location of the Town employees and their record storage needs. The Heritage Commission and Historical Society could store their records and artifacts as well.

The reuse of the North Hampton Public Library building saves > \$1.6MM and 1-2years minimum. Plus, only 1 new building is needed, not two buildings (1 for the NHPL expansion and 1 for the Town employees).

The Select Board should hire its own architect to seek a cost estimate for a 10,500sf, 1-story North Hampton Public Library to be built on the Homestead lot with parking and septic system.

The builder I approached for ideas recently estimated <\$3.2MM using superior finishes for a 10,500sf 1 story building. The parking lot and septic will be additional.

With a design in hand, the Select Board could seek multiple bids to support a Bond Warrant Article for the March 2020 ballot.

I believe the Select Board should vote to put on the March ballot a Warrant article bond to fund a stand-alone NHPL building on the Homestead lot. 1 year later, 2021, the New NHPL building will be occupied and the old NHPL building can be repurposed as the new Town Administration building.

After the Town employees move from their present location above the PD, plans can be executed to address the Safety Building for the long term.

Phase 2

Simultaneous with item 1., the Select Board shall create an RFP to study the rebuilding or replacement of the Fire Station Building in place. This request will be sent to at least 6 architectural firms. The present drive through space between

the Town Clerk Office and the NHFD must be included in a rebuild plan. The parking spaces along the FD building west wall will be eliminated.

Phase 3

Next, I am asking the Select Board to direct the Town Administrator to plan the use of the existing Library as a new home for the Town employees now housed above the NHPD.

Using a blowup of the NHPL building, engage the employees in laying out the use of the building and to accommodate the documents and artifacts also to be stored.

We have new cost figures for the updating of the entrance and restrooms to meet ADA standards.

Phase 4

The long-term plan for the Town Clerk/Tax collector is to remain in their present location. The Town has repaved the present Library parking lot. It will serve well the traffic needs of the Town Clerk and the Town Offices once they are so located. No action needed.

Phase 5

Inquire of the NH Bond bank the cost of a 20-year and 30-year fixed rate and fixed payment bonds for \$2.5MM and \$3.MM.

Phase 6

The Select Board places the necessary Bond Warrant article on the 2020 ballot.

CONCLUSION

The best, fastest and most economical way to address the Town's inadequate Public buildings is to construct 1 new Town building. That building is a new stand-alone North Hampton Public Library on the Homestead lot.

COST Differential to Town for 1st stage of Plan

<p>Expand existing Library Building</p> <p>\$3,438,200 (11,386sf@\$301.97/sf)</p> <p>\$275,000 Parking lot</p> <p>\$ need quote Ledge mitigation</p> <p>\$3,713,200</p> <p>Build new building for Town employees</p> <p>\$1,691,032 (5600sf@\$301.97/sf)</p> <p>\$84,565 Inflation/year for every Year of postponement</p> <p>Total</p> <p>\$5,763,237</p> <p>Requires 2 Bond Warrant Articles</p> <p>Takes a minimum of 3 years</p>	<p>Build a new Library on Homestead lot</p> <p>\$3,170,657 (10,500sf@\$301.97/sf)</p> <p>\$275,000 Parking lot</p> <p>\$45,000 Septic System</p> <p>\$ need quote Ledge mitigation</p> <p>\$3,490,657</p> <p>Renovate vacated Library</p> <p>\$105,325 ADA compliance</p> <p>\$250,000 New HVAC</p> <p>\$50,000 retrofit allowance</p> <p>\$15,000 Furnace (if needed)</p> <p><u>\$3,910,982</u></p> <p>Requires 1 Bond Warrant Article</p> <p>Takes a maximum of 2 years</p>
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A minimum difference of \$1,852,255.

FIRE/RESCUE DEPARTMENT ISSUES

8-26-19

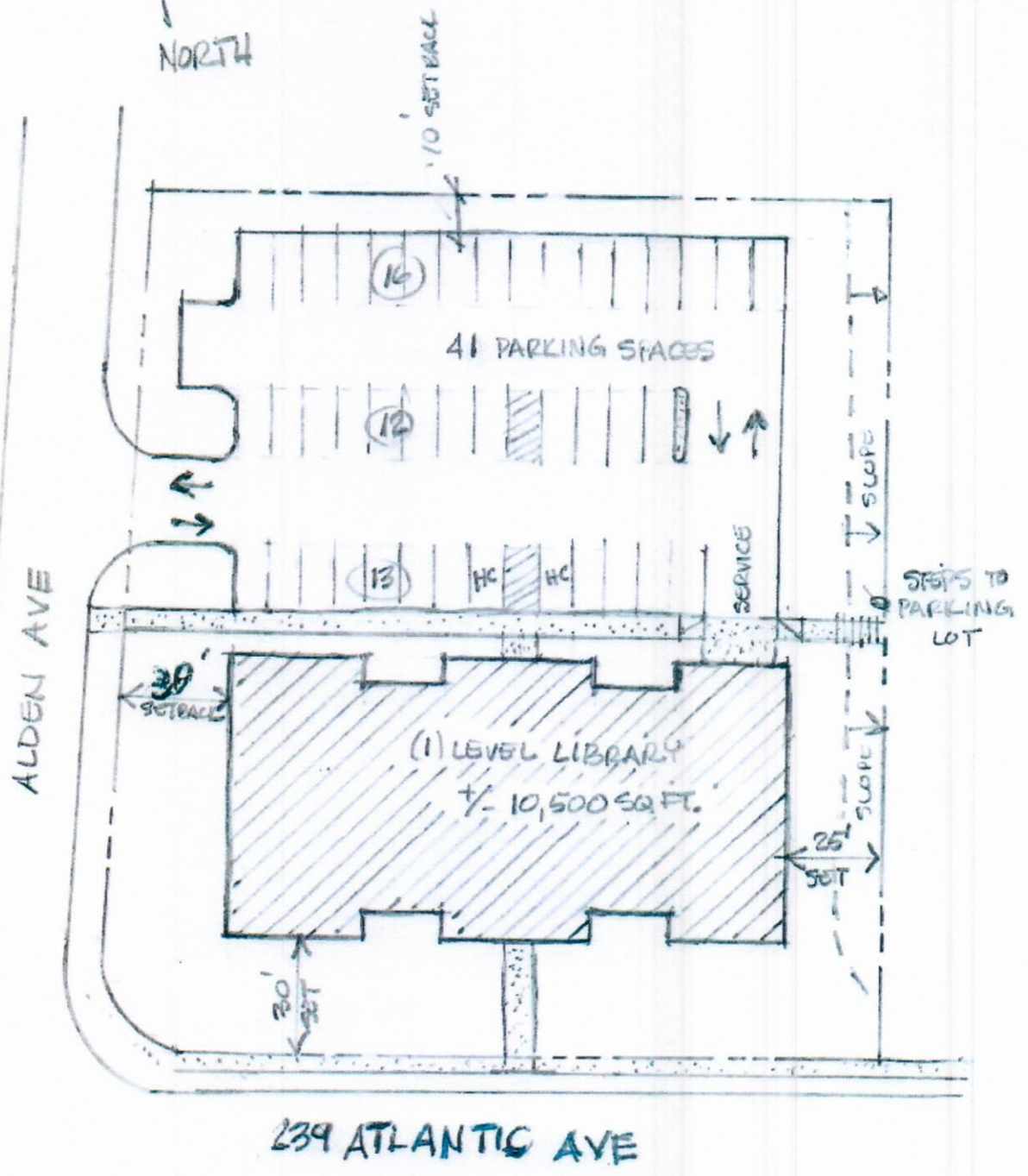
- 1968 – The current Fire Station was built and was intended to house one full time employee which is what the Town was running for personnel at that time.
- 1986 – The Department took over the ambulance, disbanded the ambulance core and hired eight full time firefighters which began three man shifts. Total employees at that time was Thirteen
- 1994 – The department began downsizing by attrition to two man shifts and that was completed by mid 1995. Total employees of nine.
- 1995 – The Department promoted a full time Deputy Chief. Total employees of ten.
- 2004 – The Town voted to reinstate the four positions lost in 1994. Total employees of fourteen. This is the number of full time employees we are at today running three man shifts.

19

In response to issues with the building and operationally within the Department

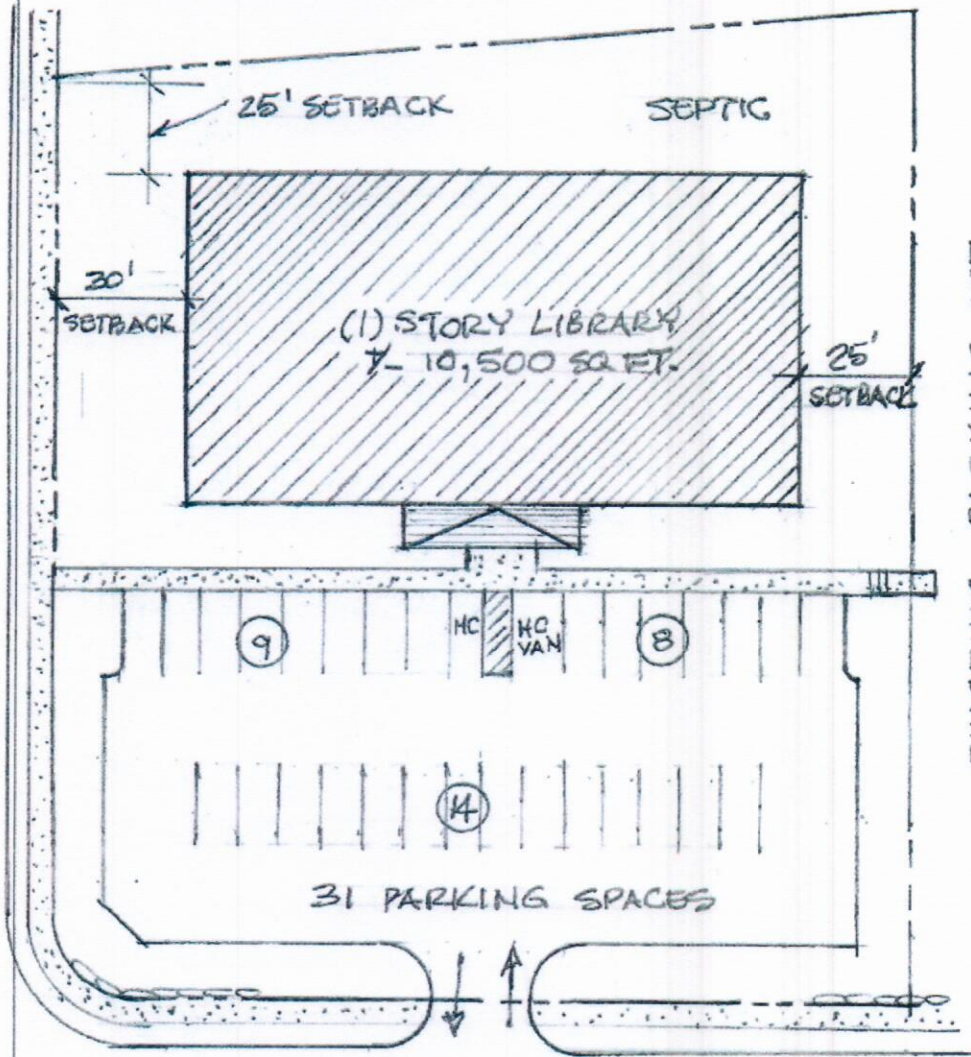
- The building is in a state of disrepair in which the front wall has begun separating from the remainder of the building.
- The roof trusses are warped and should be repaired or replaced.
- Due to the truss problem, our insurance has stated they will not cover a loss if the roof is not shoveled when more than 6 inches of snow has accumulated on the roof.
- Proper spacing between apparatus and walls/equipment does not meet today's best practices and creates a safety hazard.
- Lack of storage space requires that we store equipment on the bottom of the roof trusses in the attic area which it is not rated for both weight as well as properly fire separated.
- There is no separation for opposite sex employees to include bathroom, shower and bunk room facilities.

- A lack of office space creates a crowded work environment in the dispatch area where a 9 x 15 foot area houses 3 employee work stations in addition to office equipment, dispatch radios and department files.
- The construction of the building (height and width of bay doors) limits the equipment that may be purchased by the Town.
- Storage of equipment in the bays creates an environment where employees cannot walk completely around apparatus.
- Size of bays creates a situation where town equipment is stored outside and has led to multiple electrical issues with those vehicles.
- A lack of public meeting space has caused the Towns EOC to be used as a public meeting space and not as intended by the department
- The department lacks a dedicated fire/police training space.
- EMS supplies and equipment are stored in the kitchen with no facility to properly decontaminate supplies and equipment.
- The floor of the bays has separated from the foundation and has been repaired with cold patch in order to get by.
- Plans review and customer meetings are held in the kitchen due to no available meeting space.
- Due to no PPE storage space, gear is exposed to direct sunlight as well as artificial light which has caused premature degradation of the equipment.
- Two office spaces are directly off the bays and not sealed from vehicle noise and operational contaminants on the bay floor.
- Emergency radio equipment stored in an attic space with temperatures ranging from below zero to 140 degrees due to space considerations
- Lack of secured area for emergency dispatch equipment, files and employees.
- Lack of records storage space.
- Lack of proper storage for flammable/combustible liquids and equipment.
- Lacking space for fitness equipment for Fire and Police employees.





ALDEN AVE



EXISTING PARKING LOT

ATLANTIC AVENUE

SCALE 1" = 40'-0"

**North Hampton Public Library
Board of Trustees
Working Session Agenda
North Hampton Public Library
Wednesday, 28 August 2019
4:30 pm**

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Treasurer: Jacqueline Brandt
Library Director: Susan Grant
Alternate: TBA -Emily Creighton

The North Hampton Public Library Board of Trustees will be present at the North Hampton Public Library, Atlantic Avenue, North Hampton NH on Wednesday, August 28, 2019 beginning at 4:30 pm for a work session.

1. Call to order
2. Approve minutes from non-public on June 5th and July 10th.
3. Strategic Plan – set goals and evaluation criteria
4. Lavallee Brensinger invoice and update
5. Any other business
6. Adjournment