

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

Date: October 9, 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
Assistant Director: Liz Herold

Absent:

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.

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.

Public in Attendance
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 6:33 pm

b. Approval of Meeting Minutes:

Work Session Minutes – September 30, 2019

Motion to accept meeting minutes

Made by Kathleen M Kilgore

Seconded by Susan Leonardi

Vote: 3 - 0.

SEP Regular Meeting of BOT Minutes – September 11, 2019

Motion to accept amended meeting minutes with the following corrections:

add the date of the meeting : "11" and to change "d" in front of Treasurers report to "e".

Made by Jacqui Brandt

Seconded by Susan Leonardi

Vote: 3 - 0.

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

Update to holiday schedule:

The Library will be open on Monday, October 14, 2019, Columbus Day. This is new this year.
The Library will be open on Monday, November 11, 2019, Veterans Day. This is new this year.
The Library will be closed on Thanksgiving Day and will be open on the day after, Friday. This is new this year.
The Library will be closed Christmas Eve and Christmas Day
The Library will close early on New Year's Eve and New Year's Day

In the new year, the Library will be open on Martin Luther King Day in January and Presidents Day in February.

Preliminary discussion on Winter Hours for the Library and the possibility of adding an additional night during the week, suggested proposal is to be open Tuesday, Wednesday, and Thursday.

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

*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 M Kilgore
Vote: 3 - 0.*

2. Old Business

- a. Library Strategic Plan

We still need to work on this. Susan Grant will take the notes from the August 28th discussion and insert it into her draft of the plan, using a color other than black so it stands out. We will review at the next work session, edit and delegate sections out to each Trustee to work on. We should revisit the "Boot Camp" outreach initiative.

- b. Presentation to Budget Committee and other Boards/Committees

We reviewed the list of boards, committees and organization and assigned each to a Trustee to contact to request to present to.

3. New Business

- a. Expansion and addition plan update

Reviewed suggested content for the website of information, facts, figures and FAQ on the project.

Jacqui will review document and suggest edits.
Kathleen will put together a document of all the warrant articles and results.
Susan Grant will review with Barbara how to add this to the website.

Assigned Trustees to present to Boards and / or Committees.

For our reference, Susan has received an estimate from Ron Lamarre and Keith from BPS of the true cost to build new on The Homestead. They estimated price would be \$5,365,572 which includes the cost of the renovation of the existing library for Town Administration offices.

b. NHPLCC Foundation update

Will be reaching out to each of the Trustees to review the interim feasibility study conducted and observations received of what should be included such as the concept of flexible space that meets multiple age levels. It was suggested there be business center included in the library.

c. Other Items That May Come Up Before the Board

Susan just received an email from Terri Knowles from the Atty General's Office suggested if we have questions and concerns regarding legal issues, we should retain our own legal counsel outside of Town Counsel.

Motion to appoint Susan Leonardi to pursue legal Counsel on behalf the Trustees to represent the Library.

Made by Jacqui Brandt

Seconded by Kathleen M Kilgore

Vote: 3 - 0.

4. Public Comment

Paul Marque, Hobbs Rd – He is enthused to hear about the library moving forward with Expansion and Renovation. He suggested that all information be on the website and keep it up to date.

Cynthia Swank – (2) items

Annual Appeal will be in mailboxes within a month, it will be a green flier.

They will be doing a Holiday Raffle, raffling off a homemade crocheted throw by Andrea Vibbert. The raffle will run from November 5, 2019 thru December 5, 2019. Raffle tickets will be sold in the Library.

Community Newsletter will be in mailboxes in the upcoming days.

5. Correspondence

6. Next Meeting Date / Adjournment

Work Session – Wednesday, October 23, 2019 at 6:00 at the NHPL

The meeting was adjourned by Susan Leonardi at 8:12 pm.

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

Agenda

Librarian Report

Youth Librarian Report

Suggested Added Items for Website regarding the Library Expansion & Renovation

Draft of Power Point for Presentations to Board and Committees

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

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

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. Strategic Plan
 - b. Presentation to Budget Committee and other Boards/Committees
3. New Business
 - a. Expansion and addition plan update
 - b. NHPLCC Foundation update
 - c. Any other that legally may come up before the Board
4. Public Comment
5. Correspondence
6. Next meeting date/Adjournment

Librarian's Report
October 9, 2019
Susan Grant, Director

Building

Asked Lamprey if we could postpone the work on the A/C system until Spring of 2020 and they said it would be no problem and to contact them when ready to have it done. The 4 motors need replacing at a cost of approximately \$1900.

We had our yearly fire inspection by Martin Tavitian of the Fire Department. We need to address the extension cords in the kitchen. I contacted Monarch Electric and sent them a copy of the Fire Department's report outlining the code cited regarding the outlets with extension cords in the ceiling of the kitchen. Waiting for a reply and to schedule a date for evaluation and work to be done.

The emergency light in the women's restroom was not working and buzzing. Monarch Electric fixed it and it is now working properly.

I have asked that the Front Doors be painted. Town Administrator Bryan Kaenrath said he would have Public Works put it on their list to do.

Susan toured the Wolfeboro Public Library 9/27 and spoke with Cindy Scott, the library director about their addition/renovation project. They have remained open except for some brief closings of about 2 weeks a few times during the construction and moving from the existing library into the addition. They were closed for 2 weeks prior to 9/23 and reopened into the addition while construction continues in the existing library. The addition is providing for most of their needs during the final construction phase with minimal interruption. Ron Lamarre is also doing their project. Upon entering the new addition, a member of the Friends group greeted patrons and assisted them in navigating the new addition and finding where they need to go and answered any questions.

Financial

- Operating Account TDBank reconciled ending balance 9/30/2019 is \$49,332.17
- Non-appropriated Funds Account TDBank reconciled ending balance 9/30/2019 is \$86,654.84
- 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 \$ as of 9/30/19.
- Capital Reserve Fund as of 9/30/2019 \$708,091.66

The auditors have requested documents for the yearly audit which is in progress which were provided to them.

Operations

The library will be open Monday, October 14, Columbus Day – we are normally closed for most holidays, but staff have agreed to work Columbus Day and Monday, November 11, Veterans Day to give library goers every opportunity to use the library and check out materials. We anticipate being open on Martin Luther King Day and Presidents Day as well. We will continue to be closed Memorial Day weekend and Labor Day weekend.

Total	3867	3562	3107
FY2020	Jul	Aug	Sep
difference from previous year	-340	-22	135

percentage up/down/previous year	-8.8%	-0.6%	4.3%
difference from previous month	390	-305	-455
percentage up/down previous month	10.1%	-8.6%	-14.6%
Monthly number of people visiting the library	1450	1632	1413
Meetings held in the library	55	43	31
Public Computer Users	161	197	192
Museum passes used	32	63	28
Number of unique NHPL patrons who checked items out per month	426	398	356
New NHPL Patrons	19	12	16
New Overdrive users	4	4	3
Unique Users Overdrive	85	91	89

Staff

Some staff did training for the new Inter-library loan system implemented by the State Library. It has been about 2 years since the former system crashed and the State has been working to implement a new system.

Programs

- Oct 10 6:30 pm ***Nature of New Hampshire***, a Speaking for Wildlife program (rescheduled from Sept 26th)
- 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 program has been cancelled due to health issues.**
- Nov 12th 6:30 pm– ***Layer Upon Layer: Women’s Clothing in the Civil War Era***: Elizabeth Hallett, 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
- Nov 21st 10 a.m. Basket weaving with Carol Sanborn. Participants limited to 5, so contact us early for a spot.
- Dec 5, 6:30 pm ***Roots of Rock*** with Baza at the Town Hall.

On the horizon for 2020

- Medicare 101 – ServiceLink presentation on Medicare benefits Jan 23rd 6-8 pm
- The Great Sea Serpent of New England – Michael Faiella Jan 30th 6 pm
- Ask a Muslim Anything – Robert Azzi February –TBA
- DNA 101: Using DNA in Genealogy Research - February TBA
- Ramblin’ Richard: We’re All Irish – Music program March 12th
- Dan Szczeny: Stories of Mt. Washington: film by Bill Millios April 7th
- Abby Hutchinson’s Sweet Freedom Songs: NH Humanities program September 10th
- Michael Tougias: Thirteen Days in October – program about the Cuban Missile Crisis. October 20th.

Youth Services Department Report – October 7, 2019

We celebrated **Banned Books Week** this month with a display of 2018's most challenged books. We provided information about book bans and challenges, and how people can help fight censorship. There was an opinion to poll to vote on the question "would you risk jail time to defend your favorite book?"

"Maker Saturday" was a well-attended event for all ages. We made available the equipment from the rented TEI Maker Crate and our own materials with activity stations in the Craig Room. Participants explored the LittleBits electronics, doll and jewelry-making, magnetic slime, Merge cubes and VR goggles, circuitry, practiced flying the drone in the parking lot, and constructed rocket launchers, doodling bots and solar bots.

I attended the **Children's Librarians of the Seacoast meeting** at the Durham Public Library. We shared the results of our summer reading programs and evaluated the various performances and events. This is useful information to take back for next year's SRP planning. We also perused new children's books that we each brought in from our collections.

The **YALS Fall Conference** in Concord included a panel discussion with two New Hampshire authors about children's and young adult literature. We received updates about the Isinglass and Flume book awards and the new nominee titles for 2020. The featured speaker, M.T. Anderson, spoke about how the New England environment inspires his writing. We heard from participants in the NH Teen Poet Laurate Program and successful poetry programming for teens from two public librarians. We discussed teen-led programs with panelists.

Three teens came to our **Teen Advisory re-Group session** to talk about what interests them and how the library can be a resource and a venue for teens to pursue their interests. These three are very enthusiastic about fandoms, starting a Debate Club, and a project to dramatize and read books for a Story Hour for young children. How well these ideas translate into concrete activities will depend on the amount of available time that the teens have to devote to them.

The Assistant Principal of Winnacunnet High School at my request has arranged for a regular **school bus stop at the NHPL** for students to stop off here in the afternoons.